

## Chapter 2

### AIR FORCE UNIFORM CLOTHING POLICIES AND PROCEDURES

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## **SECTION A-- GENERAL AND ADMINISTRATIVE.**

### **2.1. Purpose.**

2.1.1. This chapter implements the policies established by the Secretary of Defense for the Department of the Air Force governing the supply of uniform clothing.

2.1.2. This chapter is affected by the Privacy Act of 1974. Each form or format required by this chapter contains a Privacy Act Statement, either incorporated in the body of the document or in a separate statement accompanying each document, with the exception of a personal clothing claim submitted in letter format. The legal officer will furnish appropriate Privacy Act Statements to individuals submitting personal clothing claims.

**NOTE:** This publication is written to be easily understood by its primary audience; however, for better understanding of this chapter the reader should become familiar with the words and terms that are commonly used in performing these functions (Attachment A-1). All references within this chapter are to AFM 67-1 unless otherwise noted.

**2.2. Scope.** The procedures in this chapter give supply policy and guidance for operation of the uniform clothing program. They apply to active Air Force, Air National Guard (ANG), Air Force Reserves (AFRES), Air Force Reserve Officer Training Corps (AFROTC), and other personnel or organizations supported under the monetary allowance or in-kind supply systems and/or the Army and Air Force Exchange Service (AAFES) operated Air Force Military Clothing Sales Stores (AFMCSS).

**2.3. Authority.** Executive Order 10113, 24 February 1950, delegates authority of the President to prescribe clothing allowances, and cash allowances in lieu thereof, for enlisted persons in the armed forces. DoD Directive 1338.5 and AFI 36-3014, *Clothing Allowances for Air Force Personnel*, contain further armed forces clothing monetary allowance policies.

#### **2.4. General.**

2.4.1. DoD Directive 5105.22 assigns responsibility for the wholesale management and supply of clothing and textiles to the Defense Logistics Agency (DLA). This responsibility is delegated to, and administered by, the Defense Personnel Support Center (DPSC), Directorate of Clothing and Textiles, 2800 S. 20th St., Philadelphia, PA 19145-5099. Directorate of Clothing and Textiles is responsible for:

2.4.1.1. Wholesale item management.

2.4.1.2. Wholesale supply distribution.

2.4.1.3. Central procurement.

2.4.1.4. Research and development surveillance.

2.4.1.5. Cataloging and standardization coordination.

2.4.2. Operation of Air Force clothing sales stores was transferred to AAFES between March 1976 and June 1976 under a Memorandum of Understanding between Department of the Air Force (DAF) and AAFES, 19 February 1976.

2.4.3. Historical data on Air Force uniform clothing allowances and authorizations are on file in the Air Force Clothing and Textile Office, HSC/YAGS (AFCTO). Such information may be obtained from HSC/YAGS (AFCTO), 2800 South. 20th St., Philadelphia, PA 19145-5099, when needed to settle claims or for other reasons.

**2.5. Channels For Submission Of Proposed Revisions.** Air Force activities will submit proposed amendments or revisions through command channels to their major command (MAJCOM). The MAJCOM will review the proposed amendment or revision and forward recommended changes through the HSC/YAGS (AFCTO) to HQ AFMC/LGS for review and processing.

**2.6. Supply Of Forms.** Obtain all forms described in this manual according to AFIND9, *Numerical Index of Departmental Forms*.

**2.7. Responsibilities.**

2.7.1. HQ USAF/LGSP will:

2.7.1.1. Develop and approve policies and procedures within this chapter.

2.7.1.2. Serve as the Air Staff office of primary responsibility (OPR) for the memorandum of understanding between Air Force and AAFES regarding operation of the AFMCSS.

2.7.1.3. Monitor the supplying of mandatory and optional uniform clothing items by DPSC.

2.7.1.4. Serve as a non-voting member on the Air Force Uniform Board (AFUB) and make presentations to the AFUB as required.

2.7.1.5. Advise the AFUB of the effect of proposed item changes on current uniform inventories using AFMC inputs on current DPSC inventories.

2.7.1.6. When notified by HQ USAF/DPPU of the approval of new mandatory or optional uniform clothing items, request AFMC coordinate with DPSC to enter the items into the supply system.

2.7.1.7. Serve as Air Force OPR for the following joint service regulations:

2.7.1.7.1. AFR 67-15, *Clothing and Textiles Requirements Data* (RCS: DSA(AR)1589(0). (**Note:** Will become AFJI 23-219 in the future.)

2.7.1.7.2. AFR 67-42, *Use of Defense Supply Agency Textiles by all DoD Procurement Agencies*. (**Note:** Will become AFJI 23-108 in the future.)

2.7.1.7.3. AFR 67-125, *Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags*. (**Note:** Will become AFJI 23-211 in the future.)

2.7.1.7.4. AFR 67-145, *Introduction of New Clothing and Textile (C&T) Items into the DoD Supply System*. (**Note:** Will become AFJI 23-212 in the future.)

2.7.1.8. Participate in and/or represent Air Force at Office of the Secretary of Defense (OSD), DLA, or joint-service meetings involving clothing matters.

2.7.2. HQ USAF/DPPU will:

2.7.2.1. Monitor the overall operation of the monetary clothing allowance system.

2.7.2.2. Establish quantitative clothing allowances and, as OPR, publish them in AFI 36-3014.

2.7.2.3. Act as the focal point for submitting proposed initial issue and supplemental allowances to the Secretary of the Air Force and OSD, as appropriate.

2.7.2.4. Act as management for the AFUB.

2.7.2.5. Establish policy on dress and personal appearance of Air Force personnel for publication in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

2.7.2.6. Represent the Air Force at tri-service and commercial meetings.

2.7.2.7. Direct the suggestion program pertaining to clothing allowances as outlined in AFI 36-3014, and wear of Air Force uniforms as outlined in AFI 36-2903.

2.7.3. HQ AFMC will:

2.7.3.1. Implement clothing and textile policies and procedures established by HQ USAF.

2.7.3.2. Monitor Air Force worldwide inventories obtained from DPSC, including withdrawal, redistribution, and recommend procedures for the management of such assets.

2.7.3.3. Develop and implement requisitioning and stock control guidance pertaining to the introduction of new items and phase-out of replaced or deleted items. This includes development, publication, and distribution of special instructions to requisitioners in controlled multiple address letters (CMALs) or other media.

2.7.3.4. Obtain and/or develop procurement support technical data and supply request packages in accordance with AFR 67-145.

2.7.3.5. Develop war reserve materiel (WRM) prestockage and special program quantitative requirements.

2.7.3.6. Provide technical assistance to AAFES on AFMCSS operations.

2.7.3.7. Administer the Air Force quality assurance program, including the processing of related quality deficiency reports for DPSC assigned items.

2.7.3.8. Serve as logistics liaison point between the DPSC and Air Force/AAFES activities.

2.7.3.9. Upon development of new items, coordinate plans and new or revised specifications with DPSC.

2.7.3.10. Prepare and/or provide evaluation of draft manuals and regulations affecting the Air Force clothing and textile program, including those for the reserve forces.

2.7.3.11. Maintain records, obtain data, and develop reports, studies, and projects for internal use or when requested by HQ USAF.

2.7.3.12. Initiate actions with DPSC to fill priority requisitions when items are out of stock in the DLA supply systems.

2.7.3.13. Function as the Air Force focal point for AAFES inquiries on policies, concepts, interpretations, methods and systems concerning the Air Force uniform clothing program.

2.7.3.14. Participate in periodic reviews of materiel obligations with DPSC inventory managers.

2.7.3.15. Provide technical evaluation of suggestions concerning the Air Force clothing and textile program.

2.7.3.16. Provide a current list of DPSC generic clothing store items and prices to the Air Force Clothing Initial Issue Function (AFCIIF), HQ AAFES and HQ USAF. Update the list, through the fiscal year, to reflect changes such as revised prices and new Air Force uniform clothing items entered into the DPSC supply system.

2.7.3.17. Operate special supply programs as approved by HQ USAF.

2.7.3.18. Advise HQ USAF when the AFCIIF ceases issuing an item that will no longer be mandatory, so a phase-out date can be recommended to AFMPC (AFI 36-2903 OPR).

2.7.3.19. Ensure the AFCIIF makes maximum use of phase-out items within the intent of AFR 67-145.

2.7.3.20. Provide HQ USAF the prices of initial issue items for inclusion in AFI 36-3014.

2.7.3.21. Provide technical advice to, and serve as a nonvoting member of, the AFUB as required.

2.7.4. HQ AAFES will:

2.7.4.1. Operate the AFMCSS according to memorandum of understanding and policies established in this

chapter. The accomplishment of this responsibility requires direct contact be maintained between HQ AAFES, HQ USAF, HQ AFMC, HSC/YAGS (AFCTO) and other Air Force activities.

2.7.4.2. AAFES provides the information listed in Attachment A-2 to various Air Force agencies for monitoring the AFMCSS operation.

2.7.5. Major commanders will:

2.7.5.1. Evaluate responsiveness of AFMCSS to customer needs and command requirements and the adequacy of patronage controls. MAJCOM Services staff assistance teams will visit the AFMCSS during their evaluation of base services functions.

2.7.5.2. Recommend policy or procedure changes to improve AFMCSS operations. AFR 147-7, *Army and Air Force Exchange Service (AAFES) General Procedures*, contains additional guidance concerning major commander responsibilities for exchange service operations. **NOTE:** AFR 147-7 will be converted to AFJI 34-211.

2.7.6. Base commanders will:

2.7.6.1. Evaluate responsiveness of AFMCSS service to customer needs. See AFR 147-7 for guidance concerning assigned responsibilities.

2.7.6.2. Provide a suitable building for operating the clothing store that is readily available to all personnel.

2.7.6.3. Determine, in coordination with AAFES, the requirements for and authorize the establishment of: activities, outlets, services, and hours of operation that will provide the desired level of customer service, efficiency, and economy of operation.

2.7.6.4. Ensure compliance with this directive by all base and tenant unit personnel.

2.7.6.5. Conduct spot checks of AFMCSS operations and forward results/recommendations to the applicable AAFES exchange region when necessary. Technical assistance from AFCTO and/or AAFES may be requested.

2.7.6.6. Ensure test uniforms, footwear, and related items, shipped to the base chief of services, are delivered and tested within the rules established by the Air Force unit conducting the test program and that evaluation reports are submitted by testing individuals to the designated addressee.

2.7.7. Unit commander responsibilities:

2.7.7.1. The supply of clothing under the clothing monetary allowance system is a method of operation entirely different from any other supply system. The fact that enlisted Air Force personnel must assume personal responsibility for the maintenance of their clothing does not relieve unit commanders of certain responsibilities, as outlined in various parts of this chapter. These responsibilities include:

2.7.7.1.1. Use of rigid controls on health and appearance sales; that is, charge sales to airmen (paragraphs 2.52.2 and 2.53.1.2.2.).

2.7.7.1.2. Ensuring that airmen have and properly mark belts, duffel bags, footwear, and headgear as outlined in T.O. 14-1-4; and, advise airmen that the marking of other personal type clothing is optional.

2.7.7.1.3. Conducting uniform clothing showdown inspections for active duty airmen. Routine showdown inspections are not required for active duty personnel; however, when deemed proper, inspections should be conducted using AF Form 195, **Individual Mandatory Clothing Check (Male/Female)**.

2.7.7.1.3.1. AFIND9 authorizes local reproduction of AF Form 195. Local forms control officers are to have

camera-ready copy in their possession. Review the master reproduction copy or facsimile for consistency with the current authorizations in AFI 36-3014. Before reproduction remove or blank out those items and/or quantities no longer mandatory. Type or write the current authorized items and/or quantities in the blank space on the form. Do not make any other alterations to the form. Reproduce only quantities of the form required for the fiscal year.

2.7.7.1.3.2. The unit or squadron commander is responsible for maintaining AF Form 195. **NOTE:** USAF Chief of Staff approves standard and optional uniform items. Optional items may become available in AAFES before issue through AFMCC. Such items may be substituted for similar articles listed in AFI 36-3014, when authorized for wear in AFI 36-2903.

2.7.7.1.4. Processing airmen scheduled for release from active duty or discharge as follows:

2.7.7.1.4.1. Airmen having a further service obligation must be advised of their responsibilities to maintain their uniforms during the remaining period of service obligation. Airmen released from active duty will use the same uniforms obtained while on active duty for further service in the ANG or AFRES.

2.7.7.1.4.1.1. MPFs will issue a letter outlining these responsibilities.

2.7.7.1.4.1.2. The individual acknowledges understanding of the directions by signature of the letter.

2.7.7.1.4.2. Advise enlisted personnel having no further service obligation to retain uniforms for possible future service in AFRES or ANG.

2.7.7.1.4.3. Recover clothing from enlisted personnel according to paragraph 2.79.

2.7.7.2. Disposition of Personal Effects. Process all clothing of deceased personnel obtained under the clothing monetary allowance system in accordance with AFI 34-502, *Disposition of Personal Property*, except for items of the uniform required for burial.

2.7.8. Airman (enlisted personnel, men and women) responsibilities:

2.7.8.1. Airmen must have the quantities of uniform clothing prescribed in AFI 36-3014. Individuals may buy and maintain more of the standard or approved optional uniform items authorized for wear.

2.7.8.2. Maintaining a smart military appearance at all times in accordance with AFI 36-2903.

2.7.8.3. The sale, gift, loan, trade or pledge of uniform clothing by an airman to an unauthorized person is prohibited.

2.7.8.4. An airman who re-enlists in the Air Force, prior to expiration of three months from date of last discharge, is to return to duty with all items obtained while on previous duty.

2.7.8.5. Marking the web belt, duffel bag, footwear, and headgear in accordance with TO 14-1-4. Marking of other personal type clothing is optional.

**2.8. Unused.**

**2.9. Unused.**

**2.10. Unused.**

**2.11. Unused.**

**2.12. Unused.**

**2.13. Unused.**



## **2.14. Unused.**

### **SECTION B-- CLOTHING MONETARY ALLOWANCE SYSTEM.**

#### **2.15. Initial Clothing Monetary Allowance Entitlement.**

2.15.1 Airmen are due an initial clothing monetary allowance as follows:

2.15.1.1. On first enlistment or induction in the Air Force, or upon reenlistment occurring greater than three months from date of last discharge.

2.15.1.2. Enlisted personnel of the reserve force on first reporting, or on recall to active duty for a period in excess of six months, except active duty for training. Under this entitlement:

2.15.1.2.1. Three months or more must have elapsed since the date of last discharge or release from active duty.

2.15.1.2.2. The individual must have been authorized to retain the clothing required for service in the reserve component. These airmen will return to active duty with the clothing required for service in the reserve force.

2.15.1.2.3. Reduce the initial allowances by the value of the issues authorized for the Air Force Reserve/Air National Guard (AFRES/ANG) individual in AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

2.15.1.3. Prisoners restored to duty since being sentenced to confinement and punitive discharge to the extent necessary to fill clothing allowances (paragraph 2.76.3.3.).

2.15.1.4. Authorize an initial allowance for enlisted personnel who reenlist within three months since their last discharge or release from active duty, who turned in clothing as directed under paragraph 2.16. Reduce the sum of the initial allowance authorized in this case by the value of the clothing that remained in the airman's possession on the date of last discharge or release from active duty. The initial allowance provided for in this subparagraph will not be deemed as the last authorization to an initial allowance for the purpose of determining entitlement to a cash clothing replacement allowance.

2.15.1.5. Retired enlisted personnel recalled to active duty after greater than three months from the date of last release from active duty, or date of retirement. Only one such allowance is authorized during any period of four consecutive years.

2.15.1.6. Commissioned officers or warrant officers who enlist or reenlist or revert from a commission status, less than three months from the date of release from active duty, to serve on active duty as enlisted individuals for purposes other than immediate retirement. Only one such allowance is authorized during any period of four consecutive years.

2.15.1.7. Recovered airmen who reenlist greater than three months after date of discharge due to placement on the temporary disability retirement list (TDRL).

2.15.2. Initial allowances of clothing to non-prior service AFRES six-month trainees.

2.15.2.1. Clothing items and quantities authorized in AFI 36-3014. Additional guidance concerning these allowances is provided in Part One, Chapter 17, Section E.

2.15.2.2. The Air Force Clothing Initial Issue Function (AFCIIF), Lackland AFB TX issues personal clothing to six-month trainees at the AFCIIF using the Air Education and Training Command (AETC) Automated Commodity Line Item Accounting System (ACLIAS) computer-produced voucher/certification forms, "Charge Clothing Request and Receipt (Male/Female, Initial/Final)."

2.15.3. AFI 36-3014 specifies initial issue, supplemental monetary allowance uniform clothing items, quantities,

and authorized substitutes. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, identifies optional items also authorized for wear. Airmen will have in their possession at all times, the articles, or combinations of the approved items authorized for wear, in the quantities outlined in AFI 36-3014. Policy exceptions include items shipped as baggage for overseas movements or other exceptions authorized by HQ USAF/DPPU.

## **2.16. Adjustment In The Initial Clothing Monetary Allowance.**

2.16.1. Adjust the initial clothing monetary allowance to show the actual dollar cost of uniform clothing furnished an airman under the following rules and conditions:

2.16.1.1. Adjust the financial records of airmen separated from the Air Force with less than six months of active duty service (paragraph 2.79.1.3.) to show the actual dollar cost of uniform clothing items retained by the airman. Deduct the total cost of the clothing recovered (using current standard prices) from the dollar cost of the initial monetary clothing allowance recorded on the airman's financial records. The MPF will make and process a military pay order to change the airman's initial monetary clothing allowance accordingly.

2.16.1.2. Convert enlisted personnel of ANG/AFRES entering active duty status, due to federalization or recall, from the issue-in-kind system to the monetary clothing allowance system. Consider the following conditions when determining the value of the initial clothing monetary allowance authorized these individuals.

2.16.1.2.1. The appropriate clothing replacement allowance (basic or standard) accrues to all airmen who reenter active duty less than three months from date of last release from active duty. It will start with the first day of active duty in a pay status. These airmen are not entitled to an initial monetary clothing allowance.

2.16.1.2.2. Category I, II, III, and IV airmen (definitions of categories are contained in part one, chapter 1) reporting for active duty subsequent to the expiration of three months after last release from active duty are entitled to the current initial clothing monetary allowance less the monetary value of all items recorded in column 8 (Balance On Hand), AF Form 657, **Personal Clothing Record-Female Airmen (Air Force Reserve and Air National Guard)** or AF Form 658, **Personal Clothing Record-Male Airmen (Air Force Reserve and Air National Guard)**. Value items shown in column 8 at current standard clothing prices. The airman's unit commander establishes the net initial clothing monetary allowance on the first day of active duty in a pay status. Process a military pay order to the supporting Financial Services Office (FSO), reflecting this net allowance, to credit the airman's military pay account. File an AF Form 657/658, used as a basis for computing the net allowance, with the unit's copy of the military pay order.

2.16.2. Officer candidates from Officers Training School (OTS) reverting to airman status will be due the current initial clothing monetary allowance. If such personnel received the initial clothing monetary allowance for OTS candidates upon entering the Air Force, charge the monetary value of that allowance, as reflected in the military pay account, against the newly established allowance. There is no adjustment action when the previously established credit for OTS trainees is more than the current initial clothing monetary allowance.

## **2.17. Settlement Of Clothing Monetary Allowance Initial Credits.**

2.17.1. Make cash settlement of unused monetary clothing allowance initial credits at the end of 30 days of active duty since the last entitlement to the initial monetary clothing allowance. Prior to reassignment to another base, airmen will have minimum essential uniform clothing as determined by the unit commander.

2.17.2. Base the settlement on the amount of initial issue clothing monetary allowance credit left unused on the settlement date after adjustment, if required. Airmen who received a complete initial issue as a basic trainee, whether the items were standard or limited standard, are not due credit. The AETC ACLIAS computer

produced voucher/certification forms "Charge Clothing Request and Receipt (Male/Female, Initial/Final)" will show items not issued to the airman and will reflect the dollar amount as credit due to the airman.

## **2.18. Enlisted Uniform Clothing Replacement Allowance.**

2.18.1. Enlisted members are paid the annual cash clothing replacement allowance specified in AFI 36-3014. This allowance is for the replacement of initial uniform clothing issued under the clothing monetary allowance system to maintain the standards of dress and appearance required by the Air Force. It is not authorized for nor intended to defray cleaning or repair costs for personal uniform items. The amount of this allowance is based on replacement costs for initial issue uniform items and is adjusted annually, as necessary, to compensate for monetary changes in the initial clothing allowance.

2.18.2. The clothing replacement allowance, defined as follows, is provided in addition to other pay and allowances:

2.18.2.1. The basic replacement allowance provides for replacement of uniform items that would normally wear out during the first three years of duty. The basic replacement allowance will begin to accrue to each enlisted airman beginning with the first day after completion of six months' duty in a pay status subsequent to the date of last entitlement to the initial clothing monetary allowance, and will continue during the rest of the first three years of continuous duty. (Exception: Enlisted airmen of the ANG or AFRES who get a reduced initial clothing allowance according to the provisions of paragraphs 2.15.1.2. and 2.16.1.2.2. of these procedures. These airmen may be authorized to accrue this allowance beginning with the first day of active duty in a pay status.)

2.18.2.2. The standard replacement allowance provides for continued replacement of mandatory personal uniform items that normally wear out after three years of duty. It will start with the day following the date of completion of 36 months of active duty in a pay status, subsequent to the last entitlement of the initial clothing monetary allowance, and will continue during the rest of the period of continuous active duty in enlisted status.

**NOTE:** Current basic and standard clothing replacement allowance rates are in AFI 36-3014.

2.18.3. Airmen will be entitled to the basic or standard replacement allowance during their entire period of continuous active duty, subsequent to first entitlement to a replacement allowance, except as follows:

2.18.3.1. When serving in a temporary commissioned status.

2.18.3.2. When total pay is forfeited.

## **2.19. Supplemental Clothing Issues/Allowances.**

2.19.1. Airmen may be authorized supplemental uniform clothing issues/allowances when permanently assigned to duties in organizations requiring unusually high use or abnormal wear of the service uniforms. AFI 36-3014 lists the supplemental clothing allowances and categories of airmen authorized them. Assignment to a unit, or possession of an eligible Air Force specialty code, is not automatic entitlement to the allowance. The unit commander is responsible for assuring that only those members of the organization who have a true requirement for additional uniform clothing receive the authorized allowance.

2.19.2. The supplemental clothing monetary allowance is normally paid in cash to the airman who must purchase the applicable clothing items as soon as possible. The unit commander is responsible for initiating a letter to the FSO for an individual authorized a supplemental clothing allowance. The letter will include the name, social security account number (SSAN), and grade of each airman, and list the required supplemental clothing item(s), quantity, and price of each item.

2.19.3. Certain supplemental clothing issues may be designated in AFI 36-3014 for issue-in-kind, through the

sales code applicable to the organization (paragraph 2.52.). Process these issues as outlined in paragraph 2.53.1.3.6.3.

2.19.4. Unit commanders will assure that:

2.19.4.1. The airman's unit file contains evidence of the issue of supplemental clothing. A completed AF Form 656, **Clothing Request and Receipt - Male/Female**, will be used for this purpose.

2.19.4.2. As soon as possible, airmen obtain the supplemental clothing items for which issue/payment has been made by the Air Force.

**2.20. Restrictions Of Supplemental Issues/Allowances.** Only those Air Force organizations or groups of individuals identified in AFI 36-3014 are entitled to receive supplemental clothing issues/allowances.

**2.21. Entitlement To Clothing.**

2.21.1. Under the monetary clothing allowance system, restricted title to uniform clothing items passes to the airman at the time of sale. Airmen honorably discharged or released from active duty may keep all articles of personal uniform clothing except as outlined in paragraph 2.21.1.2.

2.21.1.1. Airmen required by law to perform further service in the ANG/AFRES will use their uniform in performing this service. Air Force personnel who voluntarily enlist in the Air Reserve Component (ARC) after discharge or release from active duty use the clothing retained at the time of such discharge or release in the performance of reserve duties.

2.21.1.2. Articles of standard outer uniform clothing will be recovered from airmen discharged or released from active duty under the conditions described in paragraph 2.79.1.

2.21.2. Regardless of the procedures used in the supply of monetary clothing allowance items, no Air Force directives will prohibit recovery of the items when such action is in the best interest of the Air Force.

2.21.3. For those AFROTC graduates from one of the training institutions operating under the issue-in-kind system, the items required to provide one complete uniform previously issued to them will be made available to the individuals at 50 percent of the standard price. Part one, chapter 17, section D, paragraph 47 defines these procedures.

**2.22. Corrective Action For An Erroneous Monetary Credit Allowance Established Or Paid.**

2.22.1. In cases where an erroneous clothing monetary allowance credit has been established or paid due to administrative error -- not due to fault on the part of the airman -- the following corrective action will be taken:

2.22.1.1. Any credits remaining on the records, which are in excess of those to which the airman was entitled, should be applied against any debt incurred due to such error.

2.22.1.2. Adjust any balance due the government by application of such credit balance. In addition, give consideration to any monetary replacement allowance entitlement that would have accrued to the airman if the erroneous credit had not been made.

2.22.1.3. In those cases where the remaining credit and the adjusted replacement allowance entitlement will not completely liquidate the amount due the government, the following procedures apply:

2.22.1.3.1. The individual will be authorized to return sufficient uniform clothing to the nearest AFMCSS for credit to satisfy the balance of his or her debt to the Air Force.

2.22.1.3.2. Clothing returned to the Air Force supply system for this purpose must meet the criteria for

classification as Class A. A credit equal to the selling price will be made.

2.22.1.3.3. Any time the value allowed on the items returned is more than the amount due to the Air Force, no cash settlement or monetary credit will be made to the individual.

2.22.1.3.4. Use this procedure for correction of administrative errors made under the clothing monetary allowance system. Personnel will not be reimbursed for uniform clothing voluntarily returned to the Air Force supply system, except under circumstances specified in paragraph 2.68.8., for the settlement of specified clothing allowance debts. Those airmen obligated for further service must keep sufficient uniform clothing for wear in performance of such duty.

2.22.1.3.5. Under no circumstances will credit be authorized for uniform clothing which does not satisfy requirements for classification as Class A.

2.22.1.3.6. The AFMCSS on receipt of uniform clothing for credit, under this authority, will give the airman returning the property a properly authenticated turn-in document priced and certified as to the condition of the property returned. The airman will use the document for purposes of adjustment of his or her debt.

2.22.2. If an airman receives orders that entitle him or her to a supplemental clothing allowance (AFI 36-3014), the specified clothing is purchased, and the orders later canceled, the airman will return all new and unused (Class A) items to the AFMCSS for a cash refund. The AFMCSS manager effects a cash refund transaction as outlined in paragraph 2.68.6. Return the clothing items to the AFMCSS within 30 days from the date of the cancellation of orders on which the supplemental clothing allowance was based. In addition to the Class A items, the airman must present a statement to the AFMCSS. The statement will be as follows:

(Current Date)

(Airman's Name, Grade) has received a supplemental clothing allowance as authorized in (specify paragraph and directive reference) in connection with (assignment order number, date, and designation of issuing headquarters).

Reference assignment orders were canceled by (cancellation order number, date, and designation of issuing headquarters).

A military pay order has been processed to deduct the cost of the supplemental allowance items from the pay of (Name and Grade of Airman).

(Signature of Unit Commander)

2.23. Unused.

2.24. Unused.

2.25. Unused.

2.26. Unused.

2.27. Unused.

2.28. Unused.

2.29. Unused.

## **SECTION C-- ESTABLISHMENT AND INACTIVATION OF A MILITARY CLOTHING SALES STORE.**

**2.30. Mission Of Military Clothing Sales Store.** The mission of the AFMCSS is to requisition, receive, store, ship, and sell Defense Personnel Support Center (DPSC) uniform clothing, footwear items, and accessories as specified by the HSC/YAGS (AFCTO); make sales only to authorized customers or their agents; and keep auditable supply and financial records throughout the operation. Items issued as organizational clothing through base supply are not sold in the AFMCSS (and vice versa) unless approved by HSC/YAGS (AFCTO). HSC/YAGS (AFCTO) will publish a list of items authorized for sale in the AFMCSS.

### **2.31. Establishment Of Military Clothing Sales Stores And Stockage Of Selected Items.**

2.31.1. Clothing stores may be established at installations with 300 or more assigned Air Force personnel. The base commander submits requests for establishment of new stores to the base exchange managers. Process

requests through Army and Air Force Exchange Service (AAFES) channels for approval by HSC/YAGS (AFCTO). Requests for establishment of new AFMCSS will include the following information:

2.31.1.1. The estimated number of Air Force personnel assigned at the installation and other nearby locations, expected to be serviced by the store.

2.31.1.2. The distance from other AFMCSS (regardless of service) and availability of transportation to these locations.

2.31.1.3. Complete mailing address of the proposed store.

2.31.1.4. Estimated date the store is to be in operation.

2.31.2. Troop or branch stores at bases with fewer than 50 AF men or women assigned or stationed nearby are encouraged to stock a small number of monetary allowance items as determined by HQ AAFES and the store manager. Examples of such items are: socks or anklets, headgear and headgear insignia, gloves, handbags, male service cap cover, female rain hood, and blue cotton/polyester shirts.

2.31.3. Clothing stores that do not stock a full range of male or female items and sizes will, upon request, obtain and supply the required articles as quickly as practicable. Process excess clothing resulting from exchanges for poor fit or other problems in accordance with AAFES procedures.

2.31.4. Only AF personnel at sites that are not in the immediate geographical vicinity of an AFMCSS use the mail order procedures outlined in paragraph 2.54.

**2.32. Location And Floor Plan For Military Clothing Sales Stores.** Locate the AFMCSS in an area readily accessible to enlisted personnel at the base. Clearly identify the AFMCSS with a sign. The intended policy is for one stop shopping for uniform items. Air Force policy encourages inclusion of AFMCSS with new or existing base exchange malls/shopping centers. HQ AAFES will provide floor plans.

**2.33. Personnel Assigned To Military Clothing Sales Stores.** Personnel assigned to AFMCSSs will be AAFES employees.

**2.34. DOD Activity Address Directory Code/Stock Record Account Number.** HQ AAFES assigns a DoD activity address directory code to each AFMCSS. A stock record account number (SRAN) is assigned to the AFCIIF, Lackland AFB TX according to part two, chapter one.

**2.35. Equipment For Military Clothing Sales Stores.** The equipment for AFMCSSs may either be on loan from the Air Force or obtained through HQ AAFES.

**2.36. Store Hours.** Commanders will authorize store hours in coordination with local exchange management and publish, as necessary. Conspicuously display the hours of operation outside the store for convenience of passing personnel. Establish AFMCSS business operating hours to permit purchases other than during normal duty hours.

**2.37. Display Of Clothing Allowances And Item Prices.** Prominently post, in each AFMCSS or branch store, the current unit prices of all DPSC supplied items offered for sale, together with a listing of the initial mandatory clothing items (AFI 36-3014).

**2.38. Price Marking.** All clothing items will be price ticketed. Clearly tag all DPSC items to distinguish them from vendor supplied materiel. Explain the pricing system to customers to ensure easy identification of desired items.

**2.39. MCSS Stores.**

2.39.1. MCSS stores (annexes) may be authorized when the size of a base or the magnitude of the sales operation warrants such action, or at an off-base location where sales or personnel being supported do not warrant establishment of an AFMCSS. Operate these annexes as retail outlets to an established AFMCSS.

2.39.2. Installation commanders will request establishment of an MCSS annex from the local AAFES representative. If there is a difference in opinion on the necessity for additional facilities or scope of operation, refer the matter to the CONUS region chief, Vice President, Military Clothing & Accessories Strategic Business Group (AAFES/SD-U), or to the overseas exchange system commander for resolution.

**2.40. Inactivation Of Military Clothing Sales Stores.** HQ AAFES will, at earliest possible date, advise HSC/YAGS (AFCTO) of plans for inactivation of an AFMCSS and the reason for inactivation.

**2.41. Unused.**

**2.42. Unused.**

**2.43. Unused.**

**2.44. Unused.**

#### **SECTION D-- TRANSFER OF PROPERTY RECORDED ON STOCK RECORD ACCOUNT AT THE AIR FORCE CLOTHING INITIAL ISSUE FUNCTION.**

**2.45. Transfer Of Property Recorded On Stock Record Account.** Accomplish the change in accountable officer for the Air Force Clothing Initial Issue Function (AFCIIF) at Lackland AFB as outlined in part two, chapter one of this manual.

**2.46. Unused.**

**2.47. Unused.**

**2.48. Unused.**

**2.49. Unused.**

#### **SECTION E-- SALES.**

##### **2.50. Establishment And Maintenance Of Prices For DPSC Items.**

2.50.1. DPSC establishes standard prices for uniform clothing items centrally procured and managed for all DoD activities. The Air Force Clothing Initial Issue Function (AFCIIF) accountable office, Lackland AFB, establishes sales prices for unlisted items authorized for local purchase (LP) according to the policies in chapter 6.

2.50.1.1. DPSC standard prices are published in federal supply catalogs and are disseminated to applicable Air Force activities through the stock number user directory (SNUD) system.

2.50.1.2. HSC/YAGS (AFCTO) furnishes DPSC standard prices published, or to be published in federal supply catalogs, to HQ AAFES/SD-U for dissemination to AF Military Clothing Sales Stores (AFMCSS).

2.50.2. All items are carried in inventory and sold at the DPSC standard price or AFCIIF established LP price set forth in paragraph 2.50.1., as applicable.

2.50.3. Special measurement clothing will be sold at the price of a like standard item.

2.50.4. Accomplish reevaluation of AFMCSS inventories resulting from a standard price change as outlined in AAFES Exchange Operation Procedure (EOP) 40-4; AFCIIF reevaluations are in accordance with governing Air



Education and Training Command (AETC) procedures.

2.50.4.1. Changes in standard prices will be implemented with the opening of business on the first day of the effective month.

2.50.4.2. Materiel receipts processed after a price change is made will be processed into the on-hand inventory at the current price and the net difference, whether an increase or decrease in the on-hand inventory value, will be documented for reporting as required.

## **2.51. Personnel Authorized To Purchase And Obtain Military Clothing Sales Store Items.**

2.51.1. Properly identify authorized customers prior to completion of any store sale. An authenticated official armed services identification card, an official uniformed services identification and privilege card, or an official identification card issued by the sponsor service is required, unless otherwise stated in the following paragraphs. At the discretion of the installation commander, the presentation of military personnel on active duty in service uniform may serve as identification.

2.51.2. The following personnel may purchase items for wear and use by the individual purchaser, subject to conditions in this regulation.

2.51.2.1. Regular Air Force, Reserve, and Air National Guard (ANG) officers and enlisted personnel required to wear the Air Force uniform; AFRES personnel participating in training for point accumulation purposes and standby reservists participating in individual training or recovery programs when required to wear the uniform. Dependents, as agents for officers and airmen, may buy items from stores for the use of the officer or airman being represented after showing proper identification. Authorized personnel may buy items at any Air Force installation AFMCSS, or by mail order as outlined in paragraph 2.54.

2.51.2.2. Officers and enlisted personnel of other military departments on active duty and the public health service may buy any items except outer Air Force uniform clothing.

2.51.2.3. Civil Air Patrol (CAP) senior and cadet members who are active in the CAP program and hold current membership cards are authorized to buy items for their own use in connection with their official CAP duties, including standard insignia items (CAPM 39-1). CAP personnel may purchase the service dress uniform and flight cap with commission braids; they may not purchase other Air Force accouterments.

2.51.2.4. Red Cross personnel may buy underwear, socks, and Air Force blue shade shirts and trousers upon presentation of proper identification credentials and when no other source is available. All sales will be for cash.

2.51.2.5. Contractor technicians and civilian employees of the Department of the Air Force are not authorized to wear the military uniform in the CONUS. However, overseas theater commanders may require wear of the Air Force uniform by such individuals. Stores in overseas areas or in the CONUS may sell uniform items to personnel on their way overseas on official duty, if they show proper identification and a copy of the orders indicating the requirement for wearing a uniform. Sales or wear of distinctive Air Force blue headgear to these personnel is not authorized. Remove all distinctive Air Force buttons and insignia from clothes sold to these personnel. All sales will be for cash.

2.51.2.6. Sales of clothing store items to retired military personnel of the Army, Navy, Air Force, Marine Corps, or Coast Guard are permitted. Limit service uniform sales to those of the individual's branch of service. Dependents, as agents for retired officers or enlisted personnel, may buy those authorized items from the store upon presentation of the appropriate identification. Identify military personnel dependents by DD Form 1173, **Uniformed Services Identification and Privilege Card**. Identify retired military personnel (USAF, USA, USN, USMC) by the following DD Form 2's:

2.51.2.6.1. DD2, **Armed Forces Identification Card (Active, Reserve, and Retired).**

2.51.2.6.2. DD2Ret, **United States Uniformed Services Identification Card.**

2.51.2.6.3. DD2SRESRET, **United States Uniformed Services Identification (Reserve Retired).**

2.51.2.6.4. DD2SRET, **United States Uniformed Services Identification Card Stock (Retired).**

**NOTE:** Retired personnel of the AFRES or ANG may buy only Air Force uniform items of outer wear. Identify these individuals or their agents by their presentation of the DD Form 2 or the DD Form 1173. All sales will be for cash.

2.51.2.7. Personnel (other than retired and reserves) honorably discharged or separated from the Air Force under honorable conditions are permitted to buy selected items authorized for active duty personnel from AFMCSSs under the following guidance.

2.51.2.7.1. The separated personnel must first obtain permission from the installation commander or his/her representative to gain access to the installation for the purpose of purchasing authorized uniform and accessory items. At the same time, the commander/representative will establish the separated personnel's eligibility to purchase items, identify the articles to be purchased and their intended use, and advise the individual of current uniform and grooming standards.

2.51.2.7.2. It will be necessary at the time of purchase to present honorable discharge papers and other identification required by the installation commander to the AFMCSS representative.

2.51.2.7.3. Authorize sales of unique uniforms and accessory items required for a specific occasion only to the required uniform; that is, do not sell the utility uniform to separated personnel requiring a blue dress uniform. Items commonly available from commercial sources, such as black socks, white underwear, handkerchiefs, black dress shoes, etc., are not authorized for sale to these separated personnel.

2.51.2.7.4. The purchaser must wear the items in accordance with standards set forth in AFI 36-2903.

2.51.2.7.5. All sales will be for cash/credit card.

2.51.2.8. Foreign military students in training under the sponsorship of the Air Force military assistance training program whose country does not provide a uniform suitable for CONUS climate conditions are authorized to buy items from stores as follows:

2.51.2.8.1. After showing proper identification, these students may buy the items and quantities listed in AFI 36-3014, except:

2.51.2.8.1.1. Cap, service.

2.51.2.8.1.2. Cover, service cap.

2.51.2.8.1.3. Insignia, branch of service.

2.51.2.8.1.4. Insignia, grade.

2.51.2.8.1.5. Insignia, service cap.

2.51.2.8.1.6. Insignia, tape, "USAF."

2.51.2.8.2. All distinctive Air Force buttons and distinguishing marks, including insignia, will be removed from clothing sold to these personnel.

2.51.2.8.3. All sales will be for cash.

2.51.2.9. Special authorized purchasers.

2.51.2.9.1. Civilian employees of the Department of the Air Force who must wear combat boots in the performance of aerial flight tests, may buy such boots from stores for cash. The installation commander or authorized representative will approve, in writing, the need for combat boots for each employee participating in aerial flight tests. At the time of purchase of the boots, the civilian employee must show the store certification of approval.

2.51.2.9.2. US citizen civilian personnel employed by the Department of the Army, Navy, Air Force and the Coast Guard, stationed outside the CONUS are authorized to purchase combat boots, underwear, gloves/inserts, handkerchiefs, shoes, socks, and towels from AFMCSS subject to limitations that may be set by HSC/YAGS (AFCTO). Quantities of the items sold will not exceed those authorized in the initial item uniform clothing allowance in AFI 36-3014. Sales will be for cash.

2.51.2.9.3. Special services activities are authorized to buy bath towels (cotton, white) for specific use by such activities. Sales will be for cash.

2.51.2.9.4. Billeting facilities are authorized to buy bath towels as covered in AFI 32-6005, *Unaccompanied Housing Management and Operations*. Sales code "86," "91," or cash will apply to these sales.

2.51.2.9.5. Civilian pilots in training at a government test pilot school who require combat boots, may buy the items for cash upon presentation of enrollment certification.

2.51.2.9.6. Educational institutions (universities and colleges) in the AFROTC program and under the commutation supply systems, are authorized to buy bulk lots of clothing items, and when necessary requirements for individuals, as reimbursable sales (code "93") or cash sales.

2.51.2.9.7. Educational institutions (universities, colleges, and high schools) in the AFROTC/AFJROTC program and under the issue-in-kind supply system are authorized to buy clothing items (sales code "19"). Normally, these are bulk purchases; however, institutions may request requirements for individual cadets as necessary.

2.51.2.9.8. AFROTC Professional Officer Course (POC) Cadets. Authority to buy will be a letter from the professor of aerospace studies (detachment commander) to the store, listing the cadet by name and expected date of commission. All sales will be for cash.

2.51.2.9.9. AFROTC students in attendance at a field training unit may buy items to replace like items issued at field training or at the institution. Limit buy authority to items lost or damaged. The field training commander will control authority for such buys, by use of a letter to the store. The letter will list the student by name and the items and quantities of clothing authorized for sale as replacement items. All sales will be for cash.

2.51.2.9.10. When authorized by HQ USAF/LGSP and the parent major command (MAJCOM), some uniform clothing items may be issued to certain non-US citizen overseas employees. Uniform clothing items not authorized for issue under this authorization are blue headgear, blue coats, blue all-weather coats, blue trousers, and blue skirts. The supply custodian uses AF Form 656, **Clothing Request and Receipt - Male/Female**, to obtain authorized uniform clothing items from the AFMCSS under sales code "16." Refer to paragraph 2.53.1.3.6. for additional guidance. These employees do not obtain title to the uniform items furnished and the supply custodian should establish adequate controls for turn in of items regardless of condition upon separation of the employee or at such other time as determined by the MAJCOM. With exception of footwear, serviceable outer garments may be reissued as required. The supply custodian processes all other recovered items of clothing to disposal unless new or usable. The supply custodian may retain new unused items of clothing for

future use or return the items to the AFMCSS for credit. Consolidate returns to the AFMCSS over a period of time (at least biweekly) to effect economies in the resultant workload at the AFMCSS. Coordinate returns of clothing between the supply custodian and the clothing store manager.

2.51.3. It is the intent of the policies within this manual that active duty Air Force personnel will obtain AFMCSS items through cash sale purchases and not through appropriated or non appropriated fund sources unless otherwise specifically provided for in this chapter (for example, initial allowance sales at the AFCIIF and health and appearance sales). Do not use reimbursement sales to circumvent an airman's responsibility to maintain his/her uniforms under the monetary allowance system (AFI 36-3014) or an officer's responsibility to purchase necessary uniforms to maintain proper dress and appearance standards.

## **2.52. Types Of Sales.**

2.52.1. Cash sales. Sales where a cash payment completes the sale.

2.52.2. Sales Code "17." Charge sales to airmen. These sales include initial allowance and health and appearance sales authorized only for enlisted airmen.

2.52.2.1. Initial allowance sales are a charge to the airman's initial monetary clothing allowance credit and are made at the AFCIIF.

2.52.2.2. Health and appearance sales may be made in emergencies to enlisted airmen in need of clothing items who lack funds for such buys and who cannot get a partial payment of normal pay and allowances.

2.52.3. Reimbursable sales. All sales other than cash sales to officers and cash or charge sales to airmen. AFMCSSs are reimbursed for these sales from applicable government appropriations.

2.52.3.1. Sales Code "16."

2.52.3.1.1. Burial of deceased. Sales made for burial of deceased enlisted personnel and officers where the uniform of the deceased is not neat enough to warrant its use. Do not authorize code "16" sales for caps, shoes or boots.

2.52.3.1.2. Prevention of disease and medical treatment. Sales authorized to airmen to replace monetary allowance uniform clothing items destroyed to prevent spread of contagious disease. Sales authorized for monetary allowance uniform items required for use during or immediately following medical care when alterations to the item prevent further wear by the airman. Upon completion of medical care there is no further replacement of clothing obtained during treatment without charge to the person, nor will claims for replacement be approved.

2.52.3.1.3. Discharge prisoners and prisoners in nonpay and allowance status. Discharged personnel in confinement, prisoners of other services, or personnel in confinement who have had such discharge suspended or revoked but are in a nonpay allowance status are given the minimum necessary clothing required as determined by the unit commander.

2.52.3.1.4. Other sales to operation and maintenance funds, such as those for issue-in-kind clothing for returned prisoners of war and military personnel involved in other unique contingencies (paragraph 2.77.).

2.52.3.2. Sales Code "19." AFROTC, AFJROTC, and AFRES.

2.52.3.2.1. Sales made to AFROTC detachments and AFJROTC units at educational institutions that are provided clothing in kind, according to allowances listed in Part D, Allowance Source (AS) 016.

2.52.3.2.2. Sales made as authorized by field training unit commander to provide clothing in kind for AFROTC

cadets assigned to the field training unit. AS 016, Section C, Part D lists applicable allowances.

2.52.3.2.3. Sales made to AFRES airmen and initial allowance to six-month trainees as listed in paragraphs 15b and 53a(3) (b)2. AFI 36-3014 outlines authorized items and allowances.

2.52.3.3. Sales Code "23." Sales made to units and members of the ANG. AFI 36-3014 reflects authorized items and quantities.

2.52.3.4. Sales Code "80." Sales made to Army enlisted personnel or bulk sales made to Army units as listed in paragraph 2.53.1.3.4.

2.52.3.5. Sales Code "81." Sales made to enlisted personnel of the Navy or Marine Corps, or bulk sales made to units of the Navy or Marine Corps, as listed in paragraph 2.53.1.3.5.

2.52.4. The following sales codes and type of sales are miscellaneous appropriated funds reimbursable sales, not previously listed. HQ USAF/LGSP or AFMC/LGS may authorize other sales upon request.

<b>Sales Code</b>	<b>Type of Sale</b>
18	Research, test development and evaluation.
30	Military assistance executive (direct citation).
32	Military assistance, executive (administrative).
44	Air Force Academy Cadet Store Division, Air Force Stock Fund. These sales include all items purchased by the AF Academy Cadet Store Division of the AF Stock Fund in support of the cadets assigned to the Academy. This request will be made to the Clothing Sales Store using AF Form 656. The original and two copies of the AF Form 656 will be retained and processed by Clothing Sales. One copy is retained and processed by the Cadet Store Stock Fund Division.
48	Laundry and dry cleaning services, AF industrial fund.
49	Airlift service, AF industrial fund.
55	Foreign Military credit sales, executive.
57	All deposit funds.
58	Surcharge collections, sales to commissary stores, AF stock fund.
59	Air Force cadet fund.
60	Medical-dental division, AF stock fund.
61	General support division, AF stock fund.
63	Depot maintenance activity, AF industrial fund.
82	Office of the Secretary of Defense.
83	DLA (scrap, salvage or surplus materiel operations).

85	NASA.
86	All other US government agencies (non-defense).

2.52.5. The following sales codes and types of sales are to other than appropriated funds.

Sales Code	Type of Sale
90	Foreign governments and international operations.
91	Non appropriated fund activities (DoD).
92	American Red Cross.
93	Commercial enterprises and individuals (US nationals) (include AFROTC commutation schools).
98	All other non-US government agencies.

### 2.53. Accomplishment Of Sales.

2.53.1. Do not make different types of charge or reimbursable sales on the same sales document. The buyer receives the sales document from the sales clerk except when a cash purchase is being made.

2.53.2. Cash Sales/Credit Card Sales/Uniform Clothing Deferred Payment Plan (UCDPP)/Deferred Payment Plan (DPP) -- Processed according to AAFES procedures in EOP 40-4.

2.53.3. Sales Code "17" -- Charge sales to airmen. These sales include initial allowance and health and appearance sales authorized for enlisted airmen.

2.53.3.1. The AFCIIF makes initial issue charge sales on the computer generated product titled "Charge Clothing Request and Receipt (Male/Female, Initial/Final)." The 3507th Airman Classification Section, Personnel Systems Management furnishes these forms.

2.53.3.1.1. An original and two copies of the computer generated product are made and authenticated by the individual activity or agency designated by the AFCIIF accountable officer. The Lackland AFB Financial Services Officer (FSO) certification is placed on the computer generated product after the sale. Show the quantities of items authorized for sale in the required column; line through items not authorized for the sale. Extend and total the dollar amounts of supplied items to show the total value of all sales.

2.53.3.1.2. At the end of each business day, a monetary listing of total sales for the day, and total sales by category (i.e., Regular, ANG, AFRES and OTS) will be made. Send these listings and the second copy of the computer generated product to the FSO.

2.53.3.1.3. The FSO will retain the daily total sales listing and all supporting computer generated products.

2.53.3.1.4. The AFCIIF Monetary Accounting Unit will maintain the original copy of the daily sales listing and all supporting computer generated products for 90 days.

2.53.3.1.5. Copy three of the computer generated product for sales codes "19" (AFRES) and "23" (ANG) will be forwarded to 3700 PRG/DPPR for filing in the trainees personnel records, which are returned to the home unit upon completion of basic training.

2.53.3.2. Health and appearance charge sales will be processed in accordance with the following guidelines.

2.53.3.2.1. These sales are authorized only after the unit commander or confinement officer verifies:

2.53.3.2.1.1. The need for the immediate sale of the items and quantities.

2.53.3.2.1.2. That the enlisted airman has insufficient pay accrued, for use in purchasing the items immediately required. **NOTE:** If the airman's military pay record is not available the Finance Office (FO) may authorize use of a temporary pay record to post the charges for a code "17" health and appearance sale, or authorize a casual payment for the individual on DD Form 117, **Military Pay Voucher**. The latter sale would then be a cash sale.

2.53.3.2.1.3. That the sale cannot be delayed until enough pay has accrued to the airman for use in the purchase of items that are needed.

2.53.3.2.1.4. And limits all health and appearance sales to those items absolutely essential to provide the airman outer clothing required for warmth and protection; that is, footwear, headgear, trousers, etc. Do not separately process as health and appearance sales such minimal cost items as insignia and name tags.

2.53.3.2.2. Settlements of code "17" health and appearance sales are normally done by one-time payroll deduction. If the one-time deduction will cause extreme financial hardship for the airman, the unit commander may authorize amortization of the debt at an amount not less than 1/12 (one twelfth) the yearly clothing replacement allowance accruing to the airman. Restrict authorization of monthly deductions to amortize payments for clothing to true hardship cases, in view of administrative costs associated with such payroll deductions.

2.53.3.2.3. Authorized health and appearance sales will be processed as follows:

2.53.3.2.3.1. The airman's orderly room prepares the AF Form 656 in an original and five copies. List the information required at the top of the form and the items and quantities to be sold to the airman. The airman's unit commander signs the form in the authentication block.

2.53.3.2.3.2. The airman will take all copies of the AF Form 656 to the store and select the quantity of items indicated on the form in his or her size. The store clerk or cashier will list the unit prices, the extended prices, and the total cost of the items purchased. The store will retain the clothing sold to the airman until the FSO certifies the AF Form 656.

2.53.3.2.3.3. The airman will take all copies of AF Form 656 to the FSO. Enter total charges for the clothing to the airman's pay account for collection. The FSO or authorized representative certifies all copies of the form. The FSO retains copies 1 and 2.

2.53.3.2.3.4. The airman returns to the store and receives the selected clothing items in trade for the original AF Form 656, and copies 3, 4 and 5.

2.53.4. Reimbursable Sales. Paragraphs 2.53.2.1. through 2.53.4.7., as implemented in EOP 40-4, outline the rules and supporting documentation for making reimbursable sales to individuals and government organizations.

2.53.4.1. **Sales Code "16."** Accomplish sales on AF Form 656, prepared in an original and four copies.

2.53.4.1.1. Burial of Deceased. The officer charged with arrangements for burial prepares and authenticates required forms (AFI 34-501, *Mortuary Affairs Program*). The store retains the original and three copies of the

sales document. The fourth copy is filed in the records of the deceased.

2.53.4.1.2. Prevention of Disease and Medical Treatment. A certificate prepared and authenticated by the medical officer, as shown in Attachment E-1, initiates these sales requirements. Forward an original and four copies of the completed certificate to the orderly room servicing the airman's assigned organization. The administrative unit prepares the AF Form 656. The items listed on the AF Form 656 will be the same as those listed in the body of the medical officer's certificate. Line out all other items in the required column. Attach one copy of the certificate to each copy of the AF Form 656. The store retains the original and three copies of AF Form 656 and the medical officer's certificate; send copy number 4 of the documents to the airman's organization for filing in the member's field personnel records.

2.53.4.1.3. Discharged prisoner and prisoners in nonpay and allowance status. The confinement officer or a designated representative prepares the forms. The store retains the original and three copies of the form; send one copy to the airman's organization for filing in the individual's field personnel records.

2.53.4.1.4. Military personnel returned from prisoner of war or other contingency status. Requirements for these sales are established by HQ USAF, and involve in-kind issues of the standard monetary allowance items outlined in paragraph 2.77.1., unless otherwise prescribed by HQ USAF. The approving officer prepares and authenticates the forms for each individual. The supporting AFMCSS retains the original and three copies of the form; furnish one copy to the individual's administrative organization for filing in his/her field personnel records.

#### 2.53.4.2. Sales Code "19" - AFROTC, AFJROTC and AFRES (issue-in-kind).

2.53.4.2.1. AFROTC and AFJROTC. Normally, these sales will be made in bulk; however, individual requirements will be supported as necessary.

2.53.4.2.1.1. The AFROTC or AFJROTC property custodian will determine size requirements to minimize item exchanges. DD Form 358, **Armed Forces Measurement Blank--Special Sized Clothing for Men**, or DD Form 1111, **Armed Forces Measurement Blank--Special Sized Clothing for Women**, or other methods may be used for establishment of sizing information. Upon request, the supporting clothing store assists the military property custodian by identifying tariff size requirements by national stock number (NSN).

2.53.4.2.1.2. The AFROTC/AFJROTC military property custodian provides sized item requirements to the supporting clothing store. Provide requirements for bulk quantities of material at least 45 days in advance of the requirement date.

2.53.4.2.1.3. For processing these sales the military property custodian or HQ AFROTC personnel prepare AF Form 656, or the AFROTC mechanized clothing request listing. Retain one copy in the property custodian records. Forward seven copies to AFROTC/LG, Maxwell AFB AL 36112, for review and completion of the fund appropriation and the address of the FSO to be billed.

2.53.4.2.1.4. HQ AFROTC/LG furnishes five copies of the completed AF Form 656 or AFROTC mechanized clothing request listing to the support base AFMCSS for supply action. The AFROTC/AFJROTC property custodian may request sale of partial requirements when some of the material will not be available on a timely basis. Each AF Form 656 or AFROTC mechanized clothing request listing remains valid until receipt of all quantities, or cancellation by the activity.

2.53.4.2.1.5. After supply actions are completed, the store retains the original and one copy of AF Form 656 or AFROTC mechanized clothing request listing. Clothing store personnel forward two copies of the document to Maxwell AFB FSO for payment, and one copy to the AFROTC/AFJROTC requiring activity custodian.

2.53.4.2.1.6. AFROTC/AFJROTC units will have alterations made by commercial contract if a cadet does not



wear clothing within the established tariff size range. When the standard size range, or alteration of standard clothing, cannot fit a cadet, the AFROTC/AFJROTC property custodian will prepare and furnish DD Form 358 or DD Form 1111 to the clothing store for special measurement clothing support.

2.53.4.2.1.7. If shoes or boots from the established size range do not fit a cadet, AFROTC property custodians prepare and furnish DD Form 150, **Special Measurements Blank for Special Measurement/**

**Orthopedic Boots and Shoes**, to the supporting clothing store. AFJROTC property custodians will obtain special measurement shoe requirements direct from commercial stores.

2.53.4.2.1.8. AFMCSSs will process requests for special measurement clothing and shoes or boots as outlined in paragraph 2.55.3.; AFR 67-125, *Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags*; and ESM 0-4.

2.53.4.2.1.9. AFROTC field training unit commanders will obtain uniform support for cadets attending AFROTC field training units from the clothing store at the cadets' training base. AFI 36-2011, *Air Force Reserve Officer Training Corps*, contains information concerning the AFROTC field training program.

2.53.4.2.2. AFRES.

2.53.4.2.2.1. When approved by HQ USAF, AFRES satellite supply customer support functions with standard base supply system remote capability are authorized to requisition mandatory uniform clothing items directly from DPSC. These satellite accounts use procedures in AFMAN23-110V2PT2 for obtaining uniform clothing items on an "as required" basis.

2.53.4.2.2.2. AFRES units serviced by a regular Air Force customer support function will obtain uniform clothing from AFMCSS in accordance with the following procedures and volume I, part one, chapter 17, section E.

2.53.4.2.2.3. The volume of issue involved makes it essential that AFRES units forecast clothing requirements in advance to preclude out of stock conditions in the AFMCSS. The customer support function will provide items and quantity needs to the AFMCSS at least 45 days prior to the material requirement date. Clothing forecasts will be by generic item. The AFMCSS will requisition sizes according to normal tariff distribution. Schedule issue of clothing to individual reservists with the AFMCSS, at a mutually acceptable time, to minimize disruption of normal AFMCSS operation.

2.53.4.2.2.4. Initiate all sales, except those listed in paragraph 2.53.4.4. and 2.53.4.5., on AF Form 656. The customer support function issuing clothing to airmen prepares and authenticates an original and five copies of the form. Provide five copies of the completed form to the supporting clothing store. The originating customer support function maintains the sixth copy in suspense pending completion of supply actions.

2.53.4.2.2.5. The store retains the original and three copies of AF Form 656 after supply is completed. Return the fifth copy of the form to the originating customer support function to provide a complete transaction history as required in volume IV, part one, chapter 21. The customer support function destroys the suspense copy of the form.

2.53.4.2.2.6. The customer support function is responsible for providing reserve airmen with authorized personal clothing prior to their entry on active duty for training or attendance at a service school. The customer support function at the airman's base obtains authorized items not previously issued, and/or items in the airman's possession that are unserviceable and need replacement. Reproduce and furnish to the custodian of the airman's personal clothing record file an extra copy of the AF Form 656 when such issues are required.

2.53.4.2.2.7. Make all sales to six month trainees from the AFCIIF computer generated product "Charge Clothing Request and Receipt (Male/Female, Initial/Final)."

2.53.4.2.2.8. Reserve airmen residing in the CONUS assigned to Part I overseas mobilization positions may request mail order sales. In such cases the Air Reserve Personnel Center (ARPC) prepares and authenticates AF Form 656 in six copies and AAFES Form 4150-120, **Military Clothing Mail Order**, in three copies. Show the fund appropriation and office to be billed on the form. Include the home address of the reservist on the AAFES form for use as the shipping address. Forward five copies of AF Form 656, and two copies of AAFES Form 4150-120 to the Lackland AFMCSS, 1520 Kirtland Street, Lackland AFB TX 78236. The ARPC retains copy number three, AAFES Form 4150-120, and copy number six of AF Form 656 pending completion of supply action and return of one copy of the forms from the Lackland AFMCSS. The Lackland AFMCSS will ship the items to the reservist at the address shown on AAFES Form 4150-120 and send one copy of completed AF Form 656 and AAFES Form 4150-120 to ARPC. The ARPC uses the forms to update the individual's personal clothing record, AF Form 657, **Personal Clothing Record-Female Airmen (Air Force Reserve and Air National Guard)** or AF Form 658, **Personal Clothing Record-Male Airmen (Air Force Reserve and Air National Guard)**.

#### 2.53.4.3. Sales Code "23" - ANG.

2.53.4.3.1. ANG satellite supply customer support functions with standard base supply system remote capability are authorized to requisition mandatory uniform clothing items directly from DPSC. Satellite accounts use the procedures in AFMAN 23-110V2PT2 and in volume I, part one, chapter 17, section E, to obtain uniform clothing items.

2.53.4.3.2. ANG units serviced by a regular Air Force supply customer support function will obtain uniform clothing from the AFMCSS in accordance with the following procedures and part one, chapter 17, section E.

2.53.4.3.2.1. Provide the supporting clothing store a minimum 45 days advance notice when bulk quantities of personal clothing are required for a number of airmen.

2.53.4.3.2.2. ANG airmen processed through the AFCIIF, Lackland AFB, make reimbursable purchases of uniform clothing using the computer generated product "Charge Request and Receipt (Male/Female, Initial/Final)."

2.53.4.3.2.3. Use AF Form 656 to process these purchases at activities other than the AFCIIF. The responsible US Property and Fiscal Officer (USPFO) or designated representative will prepare and forward six copies of AF Form 656 to the supporting clothing store. The USPFO or designated representative must sign two copies (including the original), and all six copies must show the fund appropriation and office location to be billed. Combine item requirements on AF Form 656 when clothing is required for more than one airman. Attach a list showing the items, sizes, and quantities required to each copy of the form.

2.53.4.3.2.4. After completion of supply actions, the original and three copies will be retained by the store. The clothing store manager forwards one copy to the initiating USPFO and one copy with the material to the requiring ANG organization.

2.53.4.3.2.5. Clothing purchased in accordance with the preceding guidance will be ANG property. When ANG personnel transfer to the AFRES they will retain such uniform clothing items for use with the AFRES unit.

2.53.4.4. **Sales Code "80" - Army.** When directed by HQ AFMC/LGS or HSC/YAGS (AFCTO), clothing stores will sell in bulk to designated elements of the Army. Make sales on a DD Form 1149, **Requisition and Invoice/Shipping Document**, stamped "Reimbursable Sales." List the appropriation and name of the unit

responsible for payment on the form. In addition to the normal number of copies required to move the materiel, prepare four extra copies of the shipping document for use by the store.

2.53.4.4.1. When the Air Force provides clothing logistical support to an Army unit, sales may be made to or for enlisted personnel of the Army for health and appearance sales (resulting in a charge against a soldier's pay account). In addition, code "80" sales include initial allowance sales, burial of deceased, prevention of disease, and in-kind replacement sales (peculiar to Army), not charged to soldiers pay account; applicable Army appropriations reimburse code "80" sales. Make these sales using AF Form 656 prepared in six copies for health and appearance sales and five copies for all other listed sales.

2.53.4.4.2. The Commander of the enlisted individual's assigned unit must certify on all copies of the AF Form 656 the need for the sale, and the type of sale; that is, individual pay account entry or payable from other Army appropriated funds. Show the name and address of the office to be billed in the applicable portion of the AF 656. After supply, the original and one copy of AF Form 656 for these sales will be retained for use in the store. Return one copy to the individual's assigned unit, and send two copies to the FSO responsible for maintenance of the soldier's pay account. For health and appearance sales return one additional copy of the form to the unit for filing in the individual's personnel records.

2.53.4.5. **Sales Code "81" - Navy or Marine Corps.** The AFMCSS sells clothing in bulk to designated units of the Navy or Marine Corps, when directed by HQ AFMC/LGS or HSC/YAGS (AFCTO). Make such sales on DD Form 1149 stamped "Reimbursable Sales" and list the appropriation and the name of the unit to be billed. In addition to the normal number of copies required for movement of the materiel, make four extra copies of the shipping document for use and/or distribution by the store.

2.53.4.5.1. When the Air Force provides logistical support to Navy and Marine Corps units, sales may be made to or for enlisted personnel health and appearance sales (resulting in a charge against enlisted member's pay account). In addition, code "81" sales include initial allowance sales, burial of deceased, and prevention of disease not charged to individual pay accounts, but reimbursable from applicable Navy/Marine Corps appropriations. Make these sales using AF Form 656 prepared in six copies for health and appearance sales and five copies for all other sales.

2.53.4.5.2. The Commander of the enlisted individual's assigned unit must certify on all copies of the AF Form 656 the need for the sale, and the type of sale; that is, individual pay account entry, or payable from other Navy/Marine Corps appropriated funds. Show the name and address of the office to be billed in the applicable portion of the AF Form 656. The store retains the original and one copy of the AF Form 656 after supply. Return one copy to the individual's assigned unit, and furnish two copies to the FSO maintaining the individual's pay account. For health and appearance sales return one additional AF Form 656 copy to the unit of assignment for filing in the individual's personnel records. Prepare five copies of the form for sales involving burial of deceased personnel or prevention of disease.

2.53.4.6. **Miscellaneous Reimbursable Sales.** Paragraphs 2.52.3.1.4. and 2.52.4. describe these sales, including those made to operation and maintenance funds. The reimbursable sales listed in the following subparagraphs are exempt from special authorization by HQ USAF or AFMC; make these sales as indicated in the following subparagraphs. If not otherwise indicated in the following paragraphs, organizations prepare and send to the store an original AF Form 656 and four copies. List the fund appropriation and office to be billed on the AF Form 656. The store distributes the completed AF Form 656 as follows: the store retains the original and three copies and sends one copy to the requiring organization for file. These sales include:

2.53.4.6.1. Clothing monetary allowance standard type items obtained by AFMCSS activities from DPSC.

2.53.4.6.1.1. Active duty Air Force personnel will obtain AFMCSS items through individual cash sale purchases and not through appropriated or nonappropriated government fund sources. Reimbursement sales (AFMCSS reimbursed by government funds) are not to be used to circumvent an airman's responsibility to maintain his/her uniforms under the monetary allowance system (AFI 36-3014) or an officer's responsibility to purchase necessary uniforms to ensure maintenance of proper dress and appearance.

2.53.4.6.1.2. If it is necessary to provide additional AFMCSS items to enlisted members, request a supplemental clothing allowance in accordance with AFI 36-3014 versus providing the items with appropriated funds.

2.53.4.6.1.3. Organizational clothing items issued through base supply will not be sold in the AFMCSS (and vice versa) unless specifically approved as an exception by HSC/YAGS (AFCTO).

2.53.4.6.1.4. Monetary clothing allowance standard items that a unit commander determines as needed for use in survival kits, or for issues to individuals in accordance with tables of allowances, are reimbursable sales. Otherwise, commanders and accounting and finance will not authorize the use of appropriated funds for purchase and subsequent issue of AFMCSS items, unless specifically approved as an exception by HSC/YAGS (AFCTO).

2.53.4.6.2. Approved special distinctive commercial type garments including parachutist boots issued as organizational clothing in accordance with AS 016. Requests for these items will be processed by base supply as prescribed by AFMAN23-110V2PT2, chapter 23. (These items may be obtained through commercial sources as determined by the local procurement agency.)

2.53.4.6.2.1. The requiring organization is responsible for initiation of a funded AF Form 9, **Request for Purchase**, with complete purchase description, including the name of the individual to be supported. The following statement will be typed or stamped on the form: *"Authority for this purchase at government expense is contained in AS 016."* Forward this document to the base contracting officer.

2.53.4.6.2.2. The base contracting office prepares the DD Form 1155, **Order for Supplies or Services**, and forwards the form to the applicable source of supply.

2.53.4.6.2.3. Organizations will make necessary arrangements for availability of individuals for fittings. The individual signs the receiving documents when the manufacture of the distinctive uniform or other commercial item is complete. The supplier uses these documents to support billings submitted to the Air Force for payment.

2.53.4.6.2.4. Establish internal controls to assure availability of necessary documentation supporting entries made in base supply records.

2.53.4.6.3. Obtain approved special distinctive commercial type garments, or components to special distinctive uniforms (i.e., for band members, honor guard, etc.), issued as organizational clothing in accordance with AS 016, Part H, and stocked at the AFMCSS as follows:

2.53.4.6.3.1. The requesting organization's administrative unit will complete an AF Form 656 in original and five copies. The form will indicate the airman's name, social security account number (SSAN), unit of assignment, and applicable sales code, together with the items and quantities of authorized commercial items. The following statement will be typed or stamped on the form: *"Authority for this purchase at government expense is contained in AS 016."* Furnish the unit commander's authentication and identify appropriate funds to be charged and the office to be billed in the lower left hand corner of the form. The commander's signature certifies funds, and authority to purchase in accordance with AS 016. Put one copy of the form in a suspense file in the airman's organization administrative office.

2.53.4.6.3.2. The airman will take the original and four copies of the AF Form 656 to the supporting AFMCSS and exchange the copies for the items involved. The airman must sign the AF Form 656 in the lower right hand

corner to indicate receipt. The AFMCSS will not accept an AF Form 656 for this purpose without authority statement from paragraph 2.53.1.6.3.1. (above).

2.53.4.6.3.3. Commanders must ensure that airmen immediately obtain the supplemental clothing items authorized for issue and/or for which payment has been made. Include the completed AF Form 656 in the airman's field personnel records as evidence of issue.

2.53.4.6.3.4. Bulk issue of items may be authorized at commander's discretion. Take care to maintain internal records to account for these items.

2.53.4.6.4. Supplemental clothing allowances authorized in AFI 36-3014 as in-kind supply must be processed as follows:

2.53.4.6.4.1. The unit commander will prepare AF Form 656 in an original and five copies. The form will indicate the airman's name, SSAN, unit of assignment, and applicable sales code, together with the items and quantities of authorized supplemental clothing items. Appropriate funds to be charged and the office to be billed will be furnished with the unit commander authentication in the lower left hand corner of the form. The organization administrative office places one copy of the form in the airman's file.

2.53.4.6.4.2. The airman takes the original and four copies of AF Form 656 to the supporting AFMCSS and exchanges the copies for the items involved. The airman must sign AF Form 656 in the lower right hand corner of the form to indicate receipt of the items.

2.53.4.6.4.3. Unit commanders must assure that airmen immediately obtain the supplemental clothing items authorized for issue and/or for which payment has been made. Commanders must also assure that completed AF Form 656 is included in the airman's field personnel records as evidence of issue. Destroy this copy after the supply of the required items; when the completed AF Form 656 is received from the AFMCSS and filed.

2.53.4.6.5. Items for billeting facilities as authorized in paragraph 2.51.2.9.4.

2.53.4.6.6. Items requested and funded by AFMC for testing or research.

2.53.4.6.7. Emergency supply of uniform clothing to personnel due to enemy action. In the event of an emergency due to enemy action, a major disaster, or other critical emergency, as determined by the base commander, the clothing store will not refuse clothing issues to airmen because of the lack of funds. In such instances place the following certification, signed by the Base Commander, on all copies of the AF Form 656: *"I certify that due to the present emergency, the immediate issue of the items shown hereon is necessary to protect the health and welfare of individuals under my command and that funds for the cost of these items are not now available."* The base commander will be responsible at a later date to arrange for funds to pay for the emergency issues.

2.53.4.6.8. Sale of certain items for use by USAF Academy cadets when authorized by the superintendent of the USAF Academy. Sale of such items will be to the cadet supporting materiel element within the Commandant of Cadets, USAF Academy.

2.53.4.6.9. Issue of health and comfort items to returned absentees and deserters of other military services (paragraph 2.84.) not charged to the individual. Make payment from Air Force base operating and maintenance funds, sales code "16." **NOTE:** Do not charge sales of this type to sales codes "80" or "81."

2.53.4.7. Sale codes--Other than appropriated funds (paragraph 2.52.5.). These include all reimbursable sales other than cash sales, except sales chargeable to appropriated funds. Use these sales codes to identify reimbursable sales except cash sales made to detachments of the AFROTC located at universities and colleges

that are operating under the commutation system. Make sales on a DD Form 1149 stamped "Reimbursable Sales." The requesting activity must show, on the form, the activity to be billed. In addition to the normal number of copies required for movement of the materiel, prepare four extra copies of the shipping document for processing and distribution by the store.

2.53.5. Individuals furnished uniform clothing items by AFMCSS for delivery to government organizations will provide personal identification to the clothing store representative prior to release of the materiel.

## **2.54. Mail Orders.**

2.54.1. Mail order service is available through Lackland AFB, TX (HX2148) for authorized purchasers worldwide. This service for male and female clothing is available for the authorized purchasers referenced in paragraph 2.51.2.1. and 2.51.2.3. and, when authorized by the Air University and HSC/YAGS (AFCTO), to the authorized purchasers included in paragraphs 2.51.2.8. and 2.51.2.7., 2.51.2.8., 2.51.2.9., and 2.51.2.10. Service to these organizations is the responsibility of the nearest AFMCSS according to reimbursable sales procedures. This service is primarily meant to accommodate personnel on an individual basis in remote areas not having access to an AFMCSS and is not intended as the source of bulk requirements for organizations.

2.54.1.1. Upon customer request, AFMCSS personnel will assist in determining the right size of mail order items requested by individuals. Store personnel may use DD Form 358 or DD Form 1111 to provide necessary customer measurement data to the mail order store, if store personnel are not able to establish the specific size of a mail order garment to assure accurate determination of the standard tariff size of the item required.

2.54.1.2. Where alteration of items purchased by enlisted airmen through mail order procedures is necessary and feasible, it will be provided at government expense by the nearest store (paragraph 2.66.).

2.54.2. Mail orders will be for cash. Exception: Process sales code "17" (health and appearance) and other reimbursable sales when necessary.

2.54.3. In the case of reimbursable sales or pending receipt of items, the unit commander may prepare and provide a second copy of the form for retention by the customer. Unit commanders will assure availability of the forms and unit prices to airmen as required. Obtain forms and prices from Lackland AFB MCSS, 1520 Kirtland Street, Lackland AFB, TX 78236. The mail order requisition must have the following information:

2.54.3.1. Name, grade, and SSAN.

2.54.3.2. Shipping address.

2.54.3.3. Unit to which the individual is assigned or attached.

2.54.3.4. Name, quantity, and price of item(s).

2.54.3.5. Correct size, where applicable.

2.54.4. ARPC will prepare mail orders as outlined in paragraph 2.53.4.2.2.8.

2.54.5. Process mail order requisitions as follows:

2.54.5.1. Cash/UCDPP/DPP/Credit Card Sales. Submit AAFES Form 4150-120 in one copy. Send payment in United States dollars for exact amount of purchase; payment may be in the form of a money order, cashier's check, bank draft, travelers check, treasury check, or personal check, payable to the base exchange receiving the order. Use of the individual's UCDPP and the DPP is authorized and must be documented on the order form.

2.54.5.2. Charge sales to airmen. When necessary, personnel in remote areas may use mail order procedures for

code "17" health and appearance sales. Send the AAFES Form 4150-120 with AF Form 656 to the FSO maintaining the airman's pay account. The FSO will post the charge to the airman's pay account. Send the original and three copies of AF Form 656 (authenticated) with the AAFES Form 4150-120 to the store providing mail order support for processing and billing actions.

2.54.5.3. Other reimbursable sales.

2.54.5.3.1. An AAFES Form 4150-120 will be sent with the required copies of AF Form 656 for the proper type (code) of sale (paragraph 2.53.3.).

2.54.5.3.2. All other reimbursable sales shipments will be made to the unit commander or medical officer who placed the order.

2.54.6. The store keeps the AAFES Form 4150-120.

2.54.7. AAFES will pay the expenses for shipment of mail orders.

2.54.8. Make exchanges, as necessary, only if the clothing is new and unworn. The airman will return the exchange item to the original store of purchase, together with the returned copy of the shipping document. The airman's unit supply or other appropriate officer will ensure that alterations will not provide proper fit prior to the return of the item(s) for exchange. If alterations will not provide appropriate fit, send the item for exchange with a letter of transmittal containing the following information:

2.54.8.1. Airman's name, grade, SSAN, and organization.

2.54.8.2. Reason for the exchange.

2.54.8.3. Size of the item required, where appropriate.

2.54.9. The store making the original shipment will exchange the item and ship the new item directly to the individual concerned. The shipping store will correct and return with the replacement item, a copy of the shipping document prepared for the original sale.

2.54.10. Special measurement clothing may be obtained by mail order (paragraph 2.55.2.). Send the mail order requisition (paragraph 2.54.5.), the special measurement form prepared as outlined in paragraph 2.55.2., and a check or money order. Special measurement items are sold at the same price as the standard item.

2.54.11. Alteration of mail order clothing at the time of receipt by airman purchaser will be at government expense. Process these alterations as follows:

2.54.11.1. At Air Force activities where alterations or local purchase facilities are available, the airman's unit supply officer is responsible for obtaining the necessary alterations for the airman. Use DD Form 754, **Repair Tag**.

2.54.11.2. At activities where alteration or local purchase facilities are not available, the commander of the activity will contact the nearest Air Force base having such facilities and make arrangements for the alterations. The airman's unit supply officer will prepare DD Form 754 prior to shipment of the item to the alteration activity.

2.54.12. When a cash mail order requisition cannot be filled entirely, a refund check for the value of the unshipped items will be issued by SD-D, Dallas TX to the individual concerned.

## **2.55. Special Measurement Clothing And Footwear.**

2.55.1. When necessary, use special measurement procedures to obtain DPSC supplied Air Force clothing and footwear items. These items are authorized for airmen and officers who cannot be properly fitted in the tariff

size range or by authorized alterations. Special measurement support excludes orthopedic, corrective, or remedial footwear; obtain such footwear in accordance with AFR 167-8.

2.55.1.1. Special measurement clothing and footwear are authorized for sale to individuals as follows:

2.55.1.1.1. Active duty airmen and officers.

2.55.1.1.2. AFRES airmen and officers (paragraph 2.51.2.1.).

2.55.1.1.3. ANG airmen and officers (paragraph 2.51.2.1.).

2.55.1.1.4. Senior and junior ROTC, except special measurement footwear for junior ROTC (paragraphs 2.51.2.8. and 2.51.6. through 2.51.9.).

2.55.1.1.5. CAP members except special measurement footwear (paragraph 2.51.2.3.).

2.55.1.1.6. Retired military personnel except special measurement drawers, undershirts, socks, or shoes (paragraph 2.51.2.6.).

2.55.1.1.7. Other service active personnel (supported by an AFMCSS under interservice support agreements) except outer Air Force uniform clothing (paragraph 2.51.2.2.).

2.55.1.2. Other personnel authorized to purchase/obtain military clothing sales store items (paragraph 2.51.) are not authorized special measurement clothing or footwear.

2.55.2. The AFMCSS managers will obtain and supply required special measurement service as outlined in EOP 40-4. Personnel not located near a clothing store may request special measurement clothing or footwear by mail through the designated store according to paragraph 2.54.1. Obtain measurement blanks (DD Forms 150, 358, or 1111) through normal forms distribution channels or from the mail order store. The individual prepares the appropriate measurement blank and forwards the measurement blank with AAFES Form 4150-120 and payment as outlined in paragraph 2.54.

2.55.3. When an individual cannot be properly fitted from tariff sizes or by authorized alterations during basic military training, the AFCIIF accountable officer will obtain and supply special measurement clothing and footwear, as follows:

2.55.3.1. Prepare DD Forms 150, 358, or 1111, as applicable, in accordance with AFR 67-125. Use DD Form 150 for special measurement footwear only if the required size cannot be classified; that is, 4EEE, 4AAA, etc.

2.55.3.2. Process requisitions for special measurement clothing and footwear by completing DD Form 1348, **DoD Single Line Item Requisition System Document (Manual)**, as outlined in volume I, part one, chapter 25, and the following:

2.55.3.2.1. Block A.

2.55.3.2.1.1. For special measurement clothing enter: Defense Personnel Support Center/FOD, 2800 S 20th St., Philadelphia PA 19145-5099.

2.55.3.2.1.2. For special measurement shoes and boots enter: Defense Orthopedic Footwear Clinic, 495 Summer St., Boston MA 02210-2182.

2.55.3.2.2. Block 2, Routing Identifier Code - Use "S9T" for clothing; use "S1T" for shoes and boots.

2.55.3.2.3. Block 5, NIN - Leave blank.

2.55.3.2.4. Block 13, Demand Code - Enter the code "N" for a nonrecurring demand.



2.55.3.2.5. Blocks L through V, Remarks. List the federal supply class as appropriate; such as, 8405 or 8430. Use a shortened item description (sufficient to identify item and material); such as "Coat, all weather, ctn/poly, Air Force Shade 1600, with removable liner." List name, grade, SSAN of the person requiring the item and the name of the person's assigned unit.

2.55.3.3. After entering the document number from blocks 9 through 12 on all copies of DD Forms 358, 1111, or 150, if necessary, the DD Form 1348 will be distributed as follows:

2.55.3.3.1. Original with one copy of DD Form 358, 1111, or 150, if necessary, to the appropriate supply source as outlined in paragraph 2.55.3.2.1.

2.55.3.3.2. One copy with one copy of DD Forms 358, 1111, or 150, if necessary, will be placed in suspense file pending receipt of items.

2.55.3.3.3. One copy to the stock fund accountant for accounting action.

2.55.3.4. Follow up to the source to which the special measurement requisition was sent, if necessary.

2.55.3.5. Replenishment requisitions for the supply of special measurement footwear must show only the customer's name and SSAN; DD Form 150 need not be resubmitted unless the footwear originally furnished did not fit properly.

2.55.3.6. When special measurement clothing or footwear is received, the individual for whom the item was obtained will be notified immediately.

2.55.3.6.1. Special measurement clothing and footwear are sold to airmen and officers at the current standard price of the items. Make payment in the same manner as for standard items. The AFCIIF returns special measurement items that cannot be fitted properly (by authorized alterations, when necessary) direct to the supplying activity. If the item supplied does not conform to the measurements submitted, it should be remanufactured without additional costs to the AFCIIF. The AFCIIF must absorb the loss and re-requisition the item with correct measurements if initially submitted measurements were in error. Furnish details of the discrepancies in a letter with the shipment. Use premium transportation when the distance involved exceeds 500 miles.

2.55.3.6.2. Special measurement clothing or footwear may be received after transfer of the requiring individual to a new station, or after his or her discharge. In such cases, the AFCIIF ships the items directly to the individual airman at the base of transfer, since the customer has made payment. If the item supplied does not fit the airman, the airman will take the item to the servicing AFMCSS for corrective action. If the AFMCSS determines that the AFCIIF initially furnished erroneous measurements to the supplying activity and authorized alterations cannot correct the fit, then process the item for disposal; the AFMCSS submits a new requisition and corrected special measurement blank to the supply source. If the supply source made the error, return the item with a letter citing the discrepancies and the item will be replaced without charge.

2.55.3.6.3. If AFMCSS submitted the original requisition, the above procedures also apply.

2.55.3.6.4. If the airman has been discharged the item will be processed to the servicing Defense Reutilization and Marketing Office (DRMO).

2.55.3.7. Lackland AFB may let contracts locally for special measurement clothing and footwear when authorized by the DPSC or the Defense Orthopedic Footwear Center (DOFC) through HSC/YAGS (AFCTO). Use Air Force stock funds for this purpose.

2.55.3.7.1. Contracts awarded at Lackland AFB for local purchase of special measurement clothing and

footwear will designate the Lackland AFB FSO for payment of invoices.

2.55.3.7.2. Requisition required government furnished property (GFP) from the DPSC. The AFCIIF accountable officer (Lackland AFB) will be accountable for the GFP at the base.

**2.56. Orthopedic Footwear And Shoe Adjustments.** See AFR 167-8 and AFR 67-125.

**2.57. Unused.**

**2.58. Unused.**

**2.59. Unused.**

**2.60. Unused.**

**2.61. Unused.**

**2.62. Unused.**

**2.63. Unused.**

**2.64. Unused.**

## **SECTION F--FITTING, ALTERATION, AND REPAIR.**

**2.65. Fittings.** Properly fit each outer garment of the uniform to the individual. Use the try-on method to insure proper fit. Under no circumstances will airmen be told to accept a poorly fitted garment with the understanding that it can be exchanged at a later date or at their next duty station.

### **2.66. Alterations.**

2.66.1. Provide clothing alterations for enlisted personnel (including other military service enlisted personnel and foreign military enlisted personnel as authorized in paragraph 2.51.2.8. at government expense for the conditions listed in paragraphs 2.66.1.1. and 2.66.1.2. Alterations are defined as the adjusting and resewing of a uniform garment to assure proper fit. This includes adjustment of trouser cuffs or the cuffing of unfinished trouser bottoms. Battle dress uniforms (BDUs) must be loose fitting. Tailoring for fit and style is not permitted. Alterations also include the free sew-on of enlisted grade insignia with the purchase of a Defense Personnel Support Center (DPSC) service dress uniform through the Air Force Military Clothing Sales Stores (AFMCSS), or the attachment of hook and pile type fasteners for the aircrew style name patch (ASNP) on BDUs until 1 Oct 1997. However, this excludes sewing or attaching of other badges, tapes, or patches to uniforms. Sew-on of insignia and other items will be at the member's own expense if not performed as alterations at the time of initial purchase of the new uniform item. Authorized alterations are as follows:

2.66.1.1. Initial issues:

2.66.1.1.1. At the time of sale when provided as part of the initial mandatory clothing items.

2.66.1.1.2. For airmen who lose or gain weight during the first six months following entry on active duty (ANG/AFRES recalled to active duty more than three months after last release from active duty). Exchanges for size, instead of alterations, may be appropriate according to paragraph 2.68. when uniforms are new/unworn.

2.66.1.1.3. At the time of sale to enlisted individuals of the AFRES and ANG (sales code "19" and "23").

2.66.1.2. Replacement issues may be altered at the time of purchase, except when otherwise prescribed.

2.66.2. All other alterations will be at the expense of the individual.

### 2.66.3. Processing clothing for alteration.

2.66.3.1. After sale mark the garment to show required alterations and prepare DD Form 754, **Repair Tag**, or AAFES Form 6550-1, **Alteration Certificate**. When using the DD Form 754, give the airman Tag 2 (the claim check portion of the tag specifying the alterations); attach Tag 1 to the garment for processing to the alteration facility. When using the AAFES Form 6550-1, process in accordance with EOP 40-4 and give the first (white) copy of the "Alteration Certificate" to the customer along with the clothing designated for alterations.

2.66.3.2. When available, government facilities will alter the clothing. Commercial facilities may be used when government facilities are not available.

2.66.3.3. When a government alteration shop is available locally, the airman will claim the altered garments at that shop. When commercial contract or government shops off base perform alterations, the store is responsible for return of the altered garments to the airmen. When no government alteration shop is available, customers may have necessary alterations done at the AAFES contracted tailor shop using AAFES Form 6550-1, filled in at the AFMCSS. Customers must claim their altered clothing at the tailor shop. Base commanders may deviate from these procedures, if desired.

2.66.4. Charges for alterations. When personal clothing alterations are performed at government shops (except as required in paragraph 2.66.1. and/or all personal clothing repairs made as required for store stock, or as otherwise prescribed herein), a service charge, based on cost of direct labor and materiel, shall be made, except as noted in AFR 167-8 relative to establishing service charges for shoe repair. Costs for clothing repair or alterations (except as required in paragraph 2.66.1.) and personal shoe repair are the responsibility of the customer.

2.66.5. Operation of alteration and repair shops. Non-government operated alteration shops located on base are AAFES contracted, independent tailor concessions. These are not part of operating costs chargeable to Air Force appropriations. However, base commanders should make every effort to locate these tailor shops adjacent to or near the AFMCSS for the convenience of the customer.

2.66.6. There is no authority for altering of uniform clothing for commissioned officers at government expense.

### 2.67. Repairs.

2.67.1. Responsibility for the repair of clothing issued to and retained by an individual in accordance with AS 016, whether returnable or nonreturnable, is assigned to the organization.

2.67.2. Responsibility for the repair of uniform clothing monetary allowance item rests with individual airmen.

### 2.68. Exchanges and/or Refunds.

2.68.1. The exchange of a clothing store item for a like item of different size is permitted within 30 days of sale, if the item being returned to the store is new and unworn.

2.68.2. A garment carrying an airman's name and social security account number (SSAN) and meeting the requirements for a Class A item will be classified as Class A for purposes of reissue at the Air Force Clothing Initial Issue Function (AFCIIF). **NOTE:** Prior to the 20th day of training, improperly fitted combat boots and female oxfords may be authorized for exchange at the AFCIIF. The individual's unit commander must approve such exchanges in writing. Exchange of worn caps, socks, and underwear is not authorized.

2.68.3. A store item which has been worn by the individual will not be exchanged for a like item because of improper fit, except as indicated in paragraphs 2.68.3.1. and 2.68.3.2.

2.68.3.1. The item was provided as part of the initial allowance and a proper fit cannot be provided by alteration.

**NOTE:** Exchange of worn caps, shoes, socks, and underwear may be authorized by Air Education and Training Command (AETC) only for enlisted airmen undergoing basic military training at Lackland AFB.

2.68.3.2. Airmen who lose or gain weight (not under medical care) and who have not had six months of service after initial enlistment, may replace misfitting used clothing items except caps, shoes, socks, and underwear for an identical item, if alterations for proper fit are not more economical. Upon request by the unit commander/representative, clothing store personnel should evaluate the items and provide guidance to the unit commander representative, recommending either alteration or item replacement, if alterations are not practical or economical. As a guide: authorize exchange of items when the cost of alterations would be more than the cost of replacement exchange. The airman's assigned unit will prepare AF Form 656, **Clothing Request and Receipt - Male/Female**, for required replacements. A certificate, signed by the individual's unit commander, stating replacement issue is more economical or practical than alterations must accompany the AF Form 656. The AF Form 656 prepared in the airman's unit will show the quantity of monetary allowance clothing items requiring replacement together with standard unit cost and total cost data. The quantity of each item to be replaced will not exceed either the quantitative or item allowances as listed in the current AFI 36-3014, *Clothing Allowances for Air Force Personnel*. Furnish the supporting store with the certificate and the original and three copies of completed AF Form 656. Type or print clearly the words "GRATUITOUS REPLACEMENT" in the top right hand corner of the AF Form 656. Compliance with this instruction is essential for proper identification of the AF Form 656 in the AAFES supply/fiscal systems. Include costs for these replacements in AFMCSS operating costs reimbursed by the Air Force as a part of the current management rate. As shown in EOP 40-4, the AFMCSS will enter the value of the replaced garments on the back of the AF Form 656.

2.68.4. New clothing items that reveal defects in workmanship or materiel within 30 days after sale from AFMCSSs, or within 30 days after completion of recruit training (on items issued by the AFCIIF, Lackland AFB), will be handled as follows:

2.68.4.1. Repairs at government expense will be authorized by the store to the extent economically justified (not to exceed 75 percent of sales price of a new like item) when such repairs will not show a visible defect.

2.68.4.2. Exchange items that cannot be economically repaired for new items. Any alterations required on the new items will be at government expense, as for initial issue.

2.68.5. The store manager will request assistance from a qualified supply inspector, tailor, or shoe repairman, as necessary, in determining when store items returned for adjustment can be economically repaired or altered.

2.68.6. If like item replacement is not possible, the store manager will make a cash refund equal to the original purchase price. Base such refunds on presentation of proof of purchase; requests for exchange or refund must be made within 30 days of purchase.

2.68.7. AFROTC/AFJROTC units may exchange new/unworn items for different sizes of like items at the servicing AFMCSS. Report any exchanged sizes that may be excess to the AFMCSS stock levels to DPSC for credit.

2.68.8. DPSC issue items determined to have a manufacturing defect will be reported by the AFCIIF or AFMCSS (as applicable) on SF 368, **Product Quality Deficiency Report**.

**2.69. Unused.**

**2.70. Unused.**

**2.71. Unused.**

**2.72. Unused.**

**2.73. Unused.**

**2.74. Unused.**

## **SECTION G-- SPECIAL OPERATING INSTRUCTIONS.**

### **2.75. Claims And Conditions Under Which They May Be Filed.**

2.75.1. There are two primary sources for filing claims for uniforms and clothing items. Circumstances and location of the loss will determine which process will apply. **NOTE:** Where the term "loss" is used in the following paragraphs it is intended to include damage, destruction, abandonment, capture, or theft.

2.75.1.1. All losses of personal clothing (i.e., non-uniform clothing), uniform items provided through the clothing monetary allowance system, and uniform items not provided through the clothing monetary allowance system (such as optional uniforms and quantities in excess of standard issue), which occur on-base, while on military duty, or in government-furnished housing will be filed under AFI 51-502, *Personnel and Government Recovery Claims*, when:

2.75.1.1.1. The loss results from actions of the government or its agencies which kept the airman from using normal care and preservation of clothing, including confinement.

2.75.1.1.2. The loss is due to failure of the government to provide adequate security against theft or fire in government facilities.

2.75.1.1.3. The loss results from voluntary service in safeguarding public property.

2.75.1.1.4. The claim results from acts of God or other unusual circumstances not covered in this paragraph. Base the final acceptance or rejection of each claim on its own merit as revealed by local investigation. The base judge advocate will make the final decision on claims resulting from acts of God or other unusual circumstances in accordance with AFI 51-502.

2.75.1.2. Claims for uniform items (as provided through the clothing monetary allowance system) which are lost, stolen, or otherwise made unserviceable through no fault or neglect of the airman, nor due to normal wear and tear, are payable under the claim process in paragraph 2.75.5. when:

2.75.1.2.1. The loss of the uniform item occurs in CONUS off-base, non-governmental housing, and is caused by: fire, flood, hurricane, other unusual occurrence, theft, or vandalism.

2.75.1.2.2. Officers or enlisted personnel returned from prisoner of war (POW) status are in need of standard initial issue type items; however, these claims are to be filed in accordance with paragraph 2.77.

2.75.1.2.3. Items are made unfit or unsuitable for wear due to an excessive change in weight of the airman while under the treatment of the base medical officer and alterations cannot be economically done at government expense. This does not apply to ANG/AFRES airmen issued clothing under the in-kind system. Within the intent of this paragraph, dieting by Air Force personnel is not considered medical treatment even when suggested and supervised by the medical officer or assigned physician/surgeon. Replacement of clothing made unfit as a result of such dieting will be the responsibility of the airman.

2.75.1.2.4. Loss results from conditions related to hospitalization and/or prescribed medical treatment and authenticated by the medical officer.

2.75.1.2.5. Claims resulting from acts of God or other unusual circumstances are not covered in paragraph 2.75.1.1. (for example, appellate review cases). They may be considered under this paragraph. Base the final acceptance or rejection of each claim on its own merit as revealed by local investigation. The base commander will make the final decision on claims resulting from acts of God or other unusual cases filed under this paragraph.

2.75.2. Claimant must be on active duty in the Air Force. The claimant's status (temporary duty, travel, leave, or off duty, etc.) will not be the determining factor in consideration of claims. Claims, except for those filed in accordance with paragraphs 2.75.1.2.2. through 2.75.1.2.4.a2., must be complete and fully substantiated by the individual.

2.75.3. Only airmen who obtained their clothing under the monetary allowance system, or officers returning from POW status, may file claims for the same under this paragraph. For claims filed under these provisions replacement items in excess of the mandatory clothing allowance or item values in excess of current store sale prices will not be approved.

2.75.4. After separation from active duty, process claims for uniform clothing furnished under the clothing monetary allowance system or issued in accordance with this manual in accordance with AFR 51-502. Separating personnel must furnish evidence of the amount of cash previously collected from him or her.

2.75.5. Processing of claims.

2.75.5.1. The unit commander will advise any Air Force personnel desiring to initiate a claim for clothing of the provisions of this section. The unit commander will direct the individual to the base legal office for all claims to be filed under AFI 51-502. For claims under this paragraph the unit commander (or his designated representative) will assist the individual in the preparation of AF Form 659, **Personal Clothing Claim**, in four copies, listing the items for which compensation is requested. Show the current sales price of all items in the claim on the form, extend and total values. Include the appropriate RC/CC in the block with words "total cost." In the first block, "Current Unit Designation and Location," include the office symbol, and, if available, the applicable duty phone number of the claimant. Be sure to include the present mailing address of the claimant in the designated block. Put this information on the back of the form if it cannot be clearly shown on the face of the form.

2.75.5.2. The completed form will be sent to the base commander or his designated representative who will evaluate the claim.

2.75.5.3. After evaluation, the base commander (or designated representative) will complete and sign the AF Form 659, indicating approval or disapproval of the claim. Distribute the original and two copies as follows:

2.75.5.3.1. For disapproved claims return the original copy of AF Form 659 to the individual's unit commander for filing in the individual's field personnel records; destroy all other copies. Notify the claimant of the claim disapproval, and inform the individual that replacement clothing must be obtained at their own expense.

2.75.5.3.2. If the claim is approved, the original and two copies of AF Form 659 will be sent to the Financial Services Office (FSO) (AFR 177-102, *Commercial Transactions at Base Level*).

2.75.6. All claimants may appeal the disapproval of a claim to the next higher echelon of command.

## **2.76. Protection Of Clothing Of Absentees.**

2.76.1. Personnel on authorized pass, leave, or temporary duty.

2.76.1.1. Airmen are responsible for the safeguarding of their personal clothing items at all times including

periods of absence from their duty stations.

2.76.1.2. Unit commanders are responsible for providing airmen necessary storage facilities for use in periods of authorized absence. When the airman elects to use the facility provided by the unit commander, a representative of the unit commander and the airman will take inventory of the clothing prior to storage. Each individual will keep a copy of the inventory. Both the airman and the representative of the unit commander will certify (on both copies of the inventory) to its accuracy.

2.76.1.3. Upon completion of the joint inventory referred to in paragraph 2.76.1.2., the unit commander is responsible for the storage and safeguarding of the clothing until the clothing is removed from storage and returned to the airman.

2.76.1.4. If an airman is absent from duty due to hospitalization, the commander is responsible for ensuring that an inventory of the airman's clothing is performed and the clothing is safeguarded. If the airman is unable to certify a joint inventory as in paragraph 2.76.1.2., the commander will sign the inventory and safeguard the clothing until the airman's return or until transfer of the clothing to the airman or hospital. (See paragraph 2.78.)

2.76.2. Airmen absent without leave (AWOL).

2.76.2.1. Immediately upon official notification that an airman is AWOL, the unit commander will name a commissioned or noncommissioned officer to inventory all the uniform clothing left by the airman. Show the items and quantities of the uniform clothing on AF Form 195, **Individual Mandatory Clothing Check (Male/Female)**, in three copies. Show the name, grade, social security account number (SSAN), and organization of the airman in the body of the form. Whenever possible, use basic federal supply catalog nomenclature when listing items on the AF Form 195. The inventory officer signs and dates all copies of the form. Place the original and one copy in the duffel bag or other container with the clothing. Retain copy number three for unit files.

2.76.2.2. The unit commander will store the clothing of absentees for a period of 120 days. After 120 days dispose of uniform clothing as shown in paragraph 2.79.1.

2.76.2.3. If the airman returns to the unit prior to disposition of the clothing, return all clothing to the airman. The airman signs the original copy of AF Form 195 as receipt for the clothing; keep the signed AF Form 195 in unit files and destroy all other copies.

2.76.2.4. Should the individual return to an Air Force organization after the disposition of clothing, the airman buys any necessary uniform items; cash sale or sales code "17" (health and appearance charge sale) may be used. If the airman is found not guilty of the charges incident to unauthorized absence, a claim may be made for the full value of each uniform item disposed of by the unit. The claim must be supported by the unit copy of the AF Form 195.

2.76.3. Clothing for prisoners.

2.76.3.1. The unit commander, upon notification of airman's placement in confinement, must name a commissioned or noncommissioned officer to take inventory of all the airman's personal clothing.

2.76.3.1.1. Any airman not reassigned to a prison unit will possess a minimum of personal clothing items as listed in AFI 31-205, *Corrections Program*.

2.76.3.1.2. Upon reassignment of an airman to a prison unit, the releasing unit commander sends the inventoried personal clothing to the confinement officer with jurisdiction over the airman. Confinement officers are responsible for the safeguarding of such clothing received for prisoners. Keep all items not in the physical

possession of an airman prisoner in a duffel bag or other suitable container clearly marked with the airman's name and SSAN.

2.76.3.2. Personal clothing required while in confinement will be obtained as follows:

2.76.3.2.1. Airmen who have not forfeited pay and allowances can buy clothing through code "17" (health and appearance) or for cash.

2.76.3.2.2. Airmen who have forfeited pay and allowances are provided clothing, as needed, through sales code "16" (discharged prisoners and prisoners in nonpay and allowance status).

2.76.3.3. An airman in confinement who has been sentenced to be discharged (including those in Air Force retraining centers), but who is later restored to duty by remission or suspension of the sentence, shall be furnished clothing allowances as follows:

2.76.3.3.1. The airman's unit commander will inventory all personal clothing in the airman's possession. Value all serviceable items at the current new item price. File a copy of the showdown inspection record in the airman's records jacket.

2.76.3.3.2. The total value of the inventoried items are subtracted from the current initial monetary clothing allowance and the difference will be made a credit to the airman's pay account.

2.76.3.3.3. Beginning with the first day of duty in a pay status, the airman is entitled to the appropriate clothing replacement allowance. Airmen who have not completed six months active duty must do so to establish entitlement to the clothing replacement allowance.

## **2.77. Clothing For Returned Prisoners Of War (POW) And Other Contingencies.**

**NOTE:** The term POW used herein applies equally to wartime conditions and other contingencies as defined and approved by HQ USAF.

2.77.1. Officers and airmen who return from POW status may be given the following seasonal allowances through processing a claim (paragraph 2.75.5.) or through in-kind issue (sales code "16") when certified according to paragraph 2.77.2.

<b>MALE</b>	
<b>Winter allowance</b>	<b>Summer Allowance</b>
One cap, garrison Two shirts, men's, blue, long sleeve One necktie, blue One coat, men's, service, blue One belt, blue One buckle, nickel, silver One pair trousers, men's, service, blue One pair shoes, men's dress, oxford	Same as winter allowance except: Issue two shirts, men's, blue, short sleeve instead of two shirts, men's, blue, long sleeve; do not issue the coat, men's, service, or pair of gloves.



Three drawers, men's cotton Three undershirts, men's, cotton Three pair socks, men's, cotton/nylon One pair gloves One all-weather coat, men's blue Appropriate insignia	
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FEMALE	
Winter Allowance	Summer Allowance
One cap, garrison Two shirts, women's, blue, long sleeve One necktab, blue One coat, women's, service, blue One skirt (or slacks), women's, blue One pair shoes, dress, women's One all-weather coat, women's One pair gloves Appropriate insignia, belt, and buckle Cash allowance cited in the initial item uniform clothing allowance - women, AFI 36-3014, <i>Clothing Allowances for  Air Force Personnel</i>	Same as winter allowance except: Issue two shirts, women's, blue, short sleeve; do not issue the coat, women's, service, blue, and pair of gloves.

2.77.2. The unit commander processing POW airmen will sign Certificate B, AF Form 659, certifying that the individual is a POW officer or airman.

2.77.3. If the personal clothing of a POW airman is not returned to the airman later and further settlement is required, make such settlement through normal claims procedure (paragraph 2.75.). The claim will involve the net difference between the current initial clothing monetary allowance and the total amount paid on any claim processed according to paragraph 2.77.1.

2.77.4. Return lost clothing recovered after settlement of a claim (paragraph 2.77.3.) to the officer or airman.

2.77.5. Those provisions in the preceding paragraphs for airmen returned from POW status do not affect the airman's accrued clothing replacement allowance credits. Settle such credits by cash payment to the airman.

## 2.78. Clothing For Hospitalized Air Force Personnel.

2.78.1. When an airman is hospitalized, the medical facility commander or designated representative will immediately advise the airman's unit commander. The unit commander will take action, as soon as possible, to inventory and protect the airman's clothing (paragraph 2.76.1.4.).

2.78.2. When an airman is moved from an on-base medical facility to an off-base medical facility or a hospital under the jurisdiction of the Army or Navy, his/her personal clothing will accompany the individual. The medical facility commander or designated representative will advise the unit commander of the pending transfer. Upon receipt of such information, the unit commander will send the clothing directly to the gaining medical facility. The patient, or a representative of the gaining medical facility, will indicate receipt of the items by signing the unit copy of the AF Form 195. If the airman is physically unable to care for his/her personal clothing, the medical facility commander or designated representative will ensure personal clothing is moved with the airman at the time of transfer.

2.78.3. When it is impossible or impractical for clothing to accompany the airman upon transfer to another hospital, the unit commander will ship the clothing to the gaining hospital at the government's expense within 24 hours after notification of such transfer. Place the original AF Form 195 in the container with the personal clothing. Send a copy of the form used, with the following certificate, to the commander of the hospital to which the airman has been transferred. The unit commander will certify as follows:

"I certify that the items and quantities of personal clothing listed hereon belong to (Name, grade, and organization of airman concerned) and have been shipped on GBL # \_\_\_\_\_, on (date) by (mode of transportation)."

**NOTE:** Paragraph 2.78.4 will apply when such airman requires replacement clothing.

2.78.4. If an airman arrives at a hospital without his or her clothing and records do not show the shipment of his or her clothing, the hospital commander or designated representative will take immediate follow-up action. If a hospitalized airman needs clothing prior to receipt of personal clothing shipped to him or her, such items may be furnished by submission of a claim (paragraph 2.75.). Use this claim to obtain only the minimum essential clothing needs. The hospital commander or designated representative will accomplish AF Form 659, certifying that the airman concerned needs such items while in the hospital or for travel, and that the airman's personal clothing has not been received from his or her home base.

2.78.5. If items of personal clothing of a hospitalized airman are not received at a later date and further settlement is required, it will be made through claims procedures as outlined in paragraph 2.75. The maximum amount that can be claimed through this paragraph is the net difference between the current initial clothing monetary allowance and the total amount paid on any claim processed per paragraph 2.78.4.

2.78.6. Return lost clothing found after settlement of claims (paragraph 2.78.5.) to the airman.

2.78.7. The provisions of this paragraph may be applied to officers hospitalized at other than their home station under conditions where their personal belongings are not available to them or cannot be obtained in a timely manner. The hospital commander or designated representative will determine the needs of the officer before filing a claim under this paragraph. Conditions under which this provision may be applied include: officers evacuated from a battle zone to field hospital or a rear operating location, officers transferred under emergency conditions out of country for advanced medical aid, officers who unexpectedly become ill or injured while on temporary duty (TDY) status, etc. Returned POWs who are hospitalized shall obtain uniform items in accordance with paragraph 2.77.

## **2.79. Recovery Of Clothing From Airmen.**

2.79.1. The following procedures will normally prevail in the recovery of monetary clothing allowance items; however, nothing in this or any other Air Force directive will prohibit recovery of the items when such action is in the best interest of the Air Force. File all forms involved with clothing recovery or with monetary charges incident to such action in the airman's unit/squadron that initiated the forms for six months for purposes of audit or verification of data upon which a claim may be based. Dispose of the forms after six months.

2.78.1.1. Airmen being discharged under honorable or general conditions with more than three years service will retain all uniform clothing items in his/her possession.

2.79.1.2. Discharge or release of an enlisted member from the Air Force (other than to accept a commission), when at the time of separation the airman has served less than six months on active duty subsequent to his or her last entitlement to an initial monetary clothing allowance.

2.79.1.2.1. Recover all exterior articles with the exception of one complete uniform appropriate to the season, if desired; the airman may retain one uniform for wear home from the place of discharge. Adjust the amount of the initial monetary clothing allowance as outlined in paragraph 2.16.1.1. when uniforms are reclaimed under this policy.

2.79.1.2.2. Airmen Discharged at Lackland AFB Military Training Center. Recover all items of outer uniform clothing (except the complete uniform authorized for travel home) and all new and unused clothing items provided under the clothing monetary allowance system. Unless readily available for turn-in, it is not necessary to recover the following from honorably discharged individuals: US Air Force insignia tape, individual name tape, and individual name tags. Carefully remove the individual name tape from all shirts prior to turn-in of the shirts.

2.79.1.3. Service members discharged or released from service with three years or less active duty are required to turn in the overcoat and raincoat issued under the initial clothing monetary allowance authorization, unless seasonal conditions warrant retention for travel home. When determined in the best interest of the Air Force (paragraph 2.79.1.), all monetary clothing allowance items are subject to recovery. Such determination is at the discretion of local commanders.

2.79.1.4. Recover all military clothing items from enlisted personnel being separated under other than honorable conditions (see AFI 36-3208, *Administrative Separation of Airmen*). Conditions and procedures for recovery are as follows:

2.79.1.4.1. Recover all new and unused underwear, footwear, socks, belts, neckties, anklets, towels, headgear, and gloves. Do not recover used items.

2.79.1.4.2. Within CONUS, all outer military clothing items will be recovered at the installation where the airman is physically separated from the Air Force.

2.79.1.4.3. Unit commanders will make sure that uniform clothing goes with the airman as hand baggage when travel to another installation for separation is required.

2.79.1.4.4. Air travel from overseas. Recover all clothing, except for one complete uniform, at the overseas base on the last day prior to departure of the airman. Recover uniforms retained for travel to CONUS at the port separation center.

2.79.1.4.5. Water travel from overseas. The airman will carry all uniform clothing as hand baggage for recovery at the separation base.

2.79.1.4.6. An airman who does not possess adequate clothing for travel to his or her home after recovery of uniform clothing under the provisions of this paragraph may be eligible for a civilian clothing allowance as authorized in AFI 36-3014.

2.79.1.5. Prior to discharge of an airman, the responsible unit commander at the clothing recovery base will conduct a showdown inspection using AF Form 195. Record the quantities and items of uniforms to be recovered (on hand, in storage, or short).

2.79.1.5.1. If the airman does not have immediate access to his/her authorized clothing issue, make every effort to obtain the items prior to separation of the airman. Charge the airman for mandatory items that are not immediately available for recovery. Use the current clothing unit cost shown in AFI 36-3014 to set the monetary value for collection from the airman. Process DD Form 362, **Statement of Charges/Cash Collection Voucher**, or DD Form 1131, **Cash Collection Voucher**, to make such charges or collections.

2.79.1.5.2. Give the airman being separated evidence or receipt of such collection. When the items are available, the separated airman may prepare a claim for recovery of the amount collected in accordance with claims procedures in AFI 51-501, *Tort Claims*, or AFI 51-502, *Personnel and Government Recovery Claims*.

2.79.1.6. Except at the AFCIIF, the recovered uniform will be condition classified according to portions of paragraph 2.82. Representatives of the unit commander will request AAFES store manager to provide inspection for any items not easily determined to be Class A. Clothing items should remain in the units and not be transported to the AFMCSS for inspection.

2.79.1.6.1. The unit commander will determine the appropriate method for disposing of recovered uniform clothing using the following options:

2.79.1.6.1.1. Process Class A condition uniforms, as prescribed within paragraph 2.79.2., to AFMCSS.

2.79.1.6.1.2. Process other than Class A condition uniforms directly to the servicing Defense Reutilization and Marketing Office (DRMO) on DD Form 1348-1, **DoD Single Line Item Release/Receipt Documents**. Attach a copy to the original inventory and turn-in documentation to show complete and final disposition.

2.79.1.6.1.3. A recovered clothing redistribution program may be established at the option of the base commander. Use local funds and resources to support the collection, cleaning, and distribution of the recovered items. The commander will assign storage and cleaning functions to an appropriate organization (this is not a base supply function). Assignment of the storage and cleaning responsibilities for this clothing to transition flights in correctional custody may be appropriate, since much of this clothing is collected from individuals separated under less honorable conditions. First sergeants/commanders will identify needy and eligible airman to receive recovered clothing. Turn in excess stock to DRMO if stock on hand becomes more than the available storage space.

2.79.1.6.1.4. Due to the volume of uniform items recovered from airmen separating prior to completion of six months service, the AFCIIF, Lackland AFB may establish a clothing recovery activity as specified and approved by AETC/LGS. **NOTE:** Used clothing not meeting Class A standards will not be issued to basic military trainees.

2.79.2. Accomplish transfer of recovered uniform items acceptable to the AFMCSS (Class A, new and unused) with a DD Form 1150, **Request for Issue or Turn-In**. The store is responsible for preparation of the form in two copies, the store manager will show receipt by signature. Keep the original copy of this DD Form 1150 in the store records and attach the duplicate copy to the inventory form in the unit files. **NOTE:** Credit will be given to the military personnel appropriation for uniform clothing items recovered at bases and/or the AFCIIF.

However, credit will only be given after receipt inspection and recording of the items recovered from airmen in the accountable stock records. Credit will be at the standard price for Class A material; account for such credit as a deduction from the monetary value of gross sales.

## **2.80. Clothing In Laundry, Dry Cleaning, Or Repair (When Owner Is Alerted For Movement).**

2.80.1. Take the following actions when airmen are alerted for movement on permanent change of station or extended temporary duty while having clothing in laundries, dry cleaning plants, or repair shops:

2.80.1.1. Unit commanders are responsible for advising personnel alerted for movement of their responsibilities for personally obtaining any items from all laundries, dry cleaning, or repair facilities (government or commercial).

2.80.1.2. Items not recovered prior to an airman's departure must be sent to the airman by the unit commander. If charges were not collected from the airman in advance, the unit commander will accept the cost of such services from the airman prior to his or her departure in order to pay the charges when the items are ready for pick up.

2.80.2. Make all such shipments at government expense.

## **2.81. Unclaimed And Abandoned Personally Owned Clothing.**

2.81.1. Lost, abandoned, or unclaimed personally owned clothing, including monetary allowance uniform clothing items, will be processed according to DODM 4160.21, *Defense Reutilization and Marketing Manual*.

2.81.2. Process clothing left unclaimed in Air Force laundry and dry cleaning facilities as outlined in AFR 148-4.

2.81.3. Do not use Air Force funds to recover abandoned clothing monetary allowance uniform items from commercial facilities. However, process items voluntarily returned to the Air Force without charge from such facilities according to paragraph 1.81.1.

## **2.82. Inspection, Condition Classification, And Disposition.**

2.82.1. Inspection. The AFCIIF, and the AAFES store managers are responsible for inspecting and properly classifying all items received from the supply source. When the AFCIIF or the AAFES store managers are in question as to the applicable condition status to be assigned to an item (particularly when a question of cost of repair arises), they will ask for the aid of qualified personnel from the clothing and equipage repair facility or other qualified personnel as necessary. **NOTE:** Paragraph 2.96. applies to items received with discrepancies in quantity, condition, status, classification, or identity.

2.82.2. Condition Classification. The AFCIIF and the AAFES store managers are responsible for classifying on-hand uniform clothing into one of four condition categories according to the following criteria. Launder or clean soiled items of clothing when required for restoration to Class A condition.

2.82.2.1. Class A -- serviceable items that are new and unused that possess original appearance and serviceability characteristics. (Keep sale prices and item accountability in the manner as for new items.)

2.82.2.2. Unserviceable (reparable) condition.

2.82.2.2.1. Defective items that can be repaired at a cost equal to or lower than the maximum repair allowance, which is 75 percent of what the selling price will be after repair.

2.82.2.2.2. Repair items at base level using government or commercial plants. Do not send uniform clothing to depots for repair unless directed by HSC/YAGS (AFCTO) or HQ AAFES.

2.82.2.2.3. Administratively Condemned Condition. This classification is applied to an item only when a specific directive gives such authority.

2.82.2.2.4. Condition Condemned. This condition applies to an item which is damaged to the extent that it cannot be satisfactorily repaired. Apply condemned condition to items when the estimated cost of repair, including costs for materiel and labor, exceed the maximum repair allowance. Condemn all items of outer uniform clothing that show signs of former repair. Condemn all socks, underwear, shoes, or caps that show signs of use.

2.82.3. Unidentified Items. Process items in stock that have lost their identity and cannot be identified according to part one, chapter 7. Maintain item accountability by using a locally assigned identification/control number pending completion of identification research. Items not identifiable in accordance with part one, chapter 7 should be processed according to part one, chapter 3.

### **2.83. Emergency Supply Of Uniform Clothing To Personnel Due To Enemy Action.**

2.83.1. When it is necessary to furnish uniform clothing items to military and civilian personnel and their dependents as a result of enemy action, obtain such clothing from AFMCSS through an appropriate reimbursable sales code (paragraph 2.52.). In case of an emergency, funds available or made available to the requesting agency will be cited according to existing mobilization plans except as set forth in paragraph 2.53.4.6.

2.83.2. Clothing provided will normally be limited to utility clothing, socks, boots, and underwear. Drop such items from accountability upon issue. Process any clothing recovered at a later date in the same manner as prescribed in paragraph 2.79.2.

2.83.3. Clothing furnished to airmen through these procedures will be considered in processing clothing claims.

### **2.84. Clothing For Returned Absentees And Deserters Of Other Military Services.**

2.84.1. When an absentee or deserter of another military service is confined at an Air Force installation, the store will issue the required clothing, upon receipt of the AF Form 656, **Clothing Request and Receipt - Male/Female**. These sales are in accordance with paragraph 2.52.3.1.3. Charge all issued items to the Air Force base operating and maintenance funds.

2.84.2. When individuals transfer to their respective military organization that involves a colder climate, request that the prisoner's organization provide adequate clothing for the transfer. An objective appraisal of each case should minimize the number of issues necessary.

**2.85. Service Test Uniforms And Footwear.** The Air Force Uniform Board directs the development program for uniform clothing, footwear, and related items normally sold through clothing stores. Various Air Force bases are selected to service-test quantities of these experimental items. The service test items will be shipped to the attention of the base chief of services who will keep an informal record of accountability during the test period.. These records will contain the name, grade, SSAN, and organization of the individuals testing the items, and the items issued. AF Form 538, **Personal Clothing and Equipment Record**, may be used to document this information. Unless specific instructions are received with the test garments, the base chief of services will collect the service test evaluation forms upon completion of the test and return them to the Air Force organization conducting the service program. Upon receipt of the service test items, the base chief of services is responsible for advising the base commander of the proposed plan for distribution and test, as established by the uniform board. The importance of this program should be recognized at all levels. These tests are intended to confirm planned product improvement and/or present a sound basis for changes required to keep current with the state of the art.

## **2.86. Air Force Clothing And Textile Quality Assurance Program.**

2.86.1. The Defense Logistics Agency (DLA) acceptance of materiel for supply by DPSC is normally based on a sampling inspection. As a result, defective items may enter the system. Complaints of unsatisfactory item conditions must be carefully evaluated, with a view toward customer satisfaction.

2.86.2. The AFCIIF and AFMCSS personnel will perform necessary quality assurance inspection of clothing and textile items received from DPSC. When noted by sales personnel, or reported by customers, responsible AFCIIF or AFMCSS individuals will report quality deficiencies to HSC/YAGS (AFCTO) at the earliest possible date. Report items that indicate any of the following deficiencies:

2.86.2.1. Design Deficiency. A condition that limits or prevents the use of materiel for the purpose intended or required, where the materiel meets all other specification or contractual requirements. These deficiencies can be corrected only through design change.

2.86.2.2. Materiel Deficiency. Any deficiencies, such as physical, chemical, electrical, functional or other problems noted in materiel, that are attributable to nonconformance to contractual or specification requirements. Substandard workmanship, excessive wear or deterioration in a short period of time, or general unsatisfactory condition or performance are considered to fall within this definition.

2.86.2.3. Procurement Deficiency. Any unsatisfactory materiel condition that is attributable to improper, incorrect, ambiguous, or omitted contractual requirements, including deficient specifications and other technical data.

2.86.3. Reporting activities will use Standard Form 368, **Product Quality Deficiency Report**, or a message format tailored to the form to report uniform clothing quality deficiencies to HSC/YAGS (AFCTO). TO 00-35D-54 provides guidance in the preparation and processing of SF 368 or message reports.

2.86.4. HSC/YAGS (AFCTO) may request one or more samples of an item with a reported deficiency for evaluation and establishment of corrective actions. These exhibits are often unserviceable after analysis of problems.

2.86.4.1. Exhibits requested by and shipped to HSC/YAGS (AFCTO) should be dropped from the accountable inventory at AFCIIF, Lackland AFB, as "Inventory Losses Due to Shrinkage, Deterioration, etc."

2.86.4.2. HQ AAFES will provide guidance to be used in accounting for these inventory losses at the AFMCSSs.

2.86.5. AFCIIF and HQ AAFES should refer questions relative to quality control to HSC/YAGS (AFCTO).

**2.87. Sew On Of Rank Insignia And Aircrew Style Name Patch (ASNP) To Battle Dress Uniforms.** Unit funds may be used to sew on rank insignia and ASNP to BDUs at time of promotion. Sew on of rank and ASNP at time of purchase of new BDU uniforms should be made in accordance with paragraph 2.66.1.

**2.88. Unused.**

**2.89. Unused.**

## **SECTION H-- UNIFORM CLOTHING PROCEDURES.**

### **2.90. Item Accounting.**

2.90.1. Accounting for the Air Force Clothing Initial Issue Function (AFCIIF), Lackland AFB, TX will be in accordance with AFM 67-1 and supplemental Air Education and Training Command (AETC) procedures.

2.90.2. Accounting for Air Force Military Clothing Sales Stores (AFMCSS) will be in accordance with EOP 40-4.

## **2.91. Stock Control Levels.**

2.91.1. Stock control levels for the AFCIIF, Lackland AFB, will be in accordance with AFMAN 23-110V2PT2 and supplemental AETC procedures.

2.91.2. Stockage objectives for Defense Personnel Support Center (DPSC) items (order-up-to levels) are established for each AFMCSS in accordance with EOP 40-4. The stock-to-sales ratio worldwide for AFMCSSs will not exceed 4.3:1 which was the ratio maintained by the Air Force prior to Army and Air Force Exchange Service (AAFES) taking over operation of the stores.

2.91.2.1. Generally, objectives are computed on the basis of a stock-to-sales ratio of 3:1 for CONUS stores, composed of not more than a 45-day operating level, a 15-day safety level, and a maximum order and shipping time (O&ST) of 30 days.

2.91.2.2. Order-up-to levels are similarly established for overseas AFMCSSs, except for O&ST requirements. Levels in overseas AFMCSSs are increased one day's average sales for each pipeline day over and above the first 30 days O&ST in the computations.

2.91.2.3. Although past consumption is normally indicative of inventory requirements, establishment of levels should not be purely mathematical. During establishment of inventory levels and quantities to be requisitioned, consider such factors as sales trends, season of the year, changes in number of personnel to be supported, one-time requirements, abnormal demand because of item status (new and phase out item), etc. Compensation for these factors will increase the inventory of selected items during the peak sales periods, and avoid excesses in low sales periods. When the monthly consumption of items is stable, sales for the preceding 12 months will normally suffice as a basis for estimating future demands. However, inventory may be varied in proportion to expected demands by adjustment of requirements for items having variable sales patterns (due to seasonal or other factors) with experience for the comparable period of the previous year, changes in personnel supported, etc. Order-up-to levels and reorder points, therefore, may not always conform to precise mathematical computations, but will reflect management judgment.

## **2.92. Requisitioning Procedures.**

2.92.1. For other than special measurement clothing and footwear, make and submit requisitions for supply action according to established Military Standard Requisitioning and Issue Procedures (MILSTRIP) (volume one, part one, chapter 25). Submit requisitions to DPSC, 2800 S. 20th Street, Philadelphia PA 19145-5099, routing identifier "S9T." Procedures for obtaining special measurement clothing and footwear are in AAFES EOP 40-4; AFR 67-125, *Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags*; and paragraph 2.55. (**Note:** AFR 67-125 will become AFJI 23-211 in the future.)

2.92.2. Submission of requisitions will be limited to standard items unless specifically authorized by Air Force Clothing and Textile Office (HSC/YAGS (AFCTO)).

## **2.93. Receiving.**

2.93.1. Receiving at the AFCIIF, Lackland AFB, will be according to AFMAN 23-110V2PT2, chapter 10.

2.93.2. Receiving at the AFMCSS will be as outlined in EOP 40-4, chapter 4.



## **2.94. Shipping.**

2.94.1. HSC/YAGS (AFCTO) may direct shipments between AFMCSS activities and the AFCIIF, Lackland AFB to assure uninterrupted supply of mandatory clothing items or to get maximum use of phase out articles. AETC supplemental procedures to AFMAN 23-110V2PT2, chapter 15, AFM 177-206, chapter 14 and AAFES EOP 40-4 govern shipments, receiving, and reimbursement for these redistribution transactions.

2.94.1.1. Shipments described herein will be made on a reimbursable basis.

2.94.1.2. HSC/YAGS (AFCTO) will direct shipments of phase out items by AFMC controlled multiple address letters (CMALs) or other communication media to HQ AAFES.

2.94.2. HQ AAFES will direct shipments involving redistribution of assets between AFMCSS.

## **2.95. Discrepancies In Shipments.**

2.95.1. Report any item discrepancies in shipments, including parcel post, preservation, packing, packaging, and/or marking on SF 364, **Report of Discrepancy**, as prescribed in AFR 400-54, *Reporting of Item Packaging Discrepancies*. **NOTE:** AFR 400-54 will become AFJMAN 23-215.

2.95.2. Report transportation type discrepancies in shipments on SF 361, **Transportation Discrepancy Report**, according to AFR 75-18, *Reporting of Transportation Discrepancies in Shipments (RCS MTMC-54(RI))*.

**NOTE:** AFR 75-18 will become AFJI24-228.

## **2.96. Reporting And Disposition Of Clothing Excesses.**

2.96.1. Report clothing excesses as prescribed in part one, chapter 3. AFMCSS will follow procedures outlined in EOP 40-4 prior to reporting excesses to DPSC/S9T.

2.96.2. After approval of HSC/YAGS (AFCTO), send clothing excesses to the servicing Defense Reutilization and Marketing Office.

2.96.3. Accomplish and distribute documentation of disposal shipments in accordance with applicable procedures in EOP 40-4 or AFM 67-1.

## **2.97. Revaluation Of Items Upon Condition Classification After Inspection.**

2.97.1. Carry all uniform clothing and footwear items requiring condition classification as serviceable.

2.97.2. Take the following actions upon inspection for condition classification:

2.97.2.1. Items classified as Class A will continue to be valued at 100 percent of standard price of a like new item.

2.97.2.2. Items classified as unserviceable (reparable), administratively condemned, and condition condemned will be processed according to paragraph 2.82.

## **2.98. Inventory And Inventory Procedures.**

2.98.1. Take physical inventories of clothing items to reconcile the actual inventory with stock record balances and the computed dollar value. They may also serve as a way of determining stock status for the purpose of replenishment requisitioning.

2.98.2. Inventory frequency.

2.98.2.1. Inventory frequency for AFMCSS requisitioning replenishment stock and validation of stockage objectives will be at least monthly in accordance with the schedule listed in Figure 2-2, EOP 40-4. DPSC items

will be formally inventoried on an annual basis as prescribed by HQ AAFES, for reconciliation with book inventory values. A separate book inventory of DPSC procured merchandise will be maintained. Documentation of inventories will be made and processed as outlined in EOP 40-4.

2.98.2.2. Inventories at the AFCIIF, Lackland AFB, will normally be weekly. More frequent inventories may be prescribed by the accountable officer for stock replenishment of materiel in the initial issue outlets. Complete wall-to-wall inventories will be formally accomplished in March and September. However, when a complete inventory is taken within 60 days prior to the scheduled annual inventory pursuant to a change of officer accountability, the semiannual inventory for the period is not required. Special inventories will be made as directed by HQ AETC, Lackland AFB Commander, or upon change in accountable officers.

2.98.2.3. Special inventories will also be accomplished by the AFMCSS on specifically identified DPSC items at the request of HSC/YAGS (AFCTO).

2.98.2.4. Prepare inventory documentation and process as outlined in EOP 40-4 by AFMCSS and AETC supplemental procedures to AFMAN 23-110V2PT2 by the AFCIIF, Lackland AFB.

## **2.99. Cash Handling And Document Control.**

2.99.1. AFMCSS will accomplish all cash handling and document control in accordance with HQ AAFES directives.

2.99.2. Document control at the AFCIIF, Lackland AFB, will be in accordance with AETC directives.

## **2.100. Preparation Of AF Form 1456, Certificate Of Nonavailability Of Clothing.**

2.100.1. Certificates of nonavailability of clothing are applicable to DPSC source mandatory clothing items only. Issue certificate when DPSC items are depleted, regardless of whether a comparable AAFES commercially purchased item is available. AFMCSS will prepare AF Form 1456 in three copies.

2.100.1.1. Copies are distributed as follows: one copy to the airman concerned, one copy for the store; and the third copy to the airman's organization (squadron commander).

2.100.1.2. Number the AF Forms 1456 consecutively beginning with 1 each fiscal year; affix an expiration date set by the store according to expected delivery date.

2.100.1.3. If the required item is not presently on order and due in, immediately send a requisition to the supply source in accordance with EOP 40-4. The airman's organization will file the nonavailability slips in expiration date order. Five days prior to the expiration date, the organization will check with the store for availability and, if the item is available, tell the airman he/she has until the expiration date to buy them or the certificate becomes void. If not available by the expiration date, make a new AF Form 1456 with new expiration date and distribute as before.

2.100.2. Use AF Form 1456 to record all unfilled sales requests. If the materiel is required for other than completion of the mandatory allowance, make the nonavailability slip in only one copy. The store retains the nonavailability slip. Notify the airman upon receipt of the first incoming shipment of the item(s) required. The requirement established by the nonavailability takes precedence over all other sales. Set aside the required item until claimed by the airman, or expiration of the certificate.

**2.101. Local Purchase At The Air Force Clothing Initial Issue Function.** When specific authorization has been given for local purchase, the procedures outlined in volume I, part one, chapter 8 and AFMAN 23-110V2PT2, chapter 9, will govern. Forward the purchase request directly to the purchasing function for action. Send a copy of each purchase request to the Financial Services Office (FSO) for processing. Also furnish copies

of all contracts, purchase orders, or other similar documents to the FSO.

## ATTACHMENT 2A-1

### EXPLANATION OF TERMS

**2A1.1.** This attachment consists of a list of words or terms and definitions used in this chapter. Definitions to other terms used in this chapter can be found in part one, chapter 1 of this manual.

#### A

**AAFES Air Force Military Clothing Sales Store (AFMCSS).** The base exchange unit authorized to requisition, stock and sell uniform clothing items and accessories obtained from the Defense Personnel Support Center (DPSC).

**Air Force Clothing Initial Issue Function (AFCIIF), Lackland AFB, TX.** The singular Air Force supply activity at Lackland AFB, TX that issues uniform clothing items to recruits and other personnel .

**Air Force Clothing & Textile Office, HSC/YAGS (AFCTO).** The Air Force retail inventory manager for all Air Force clothing and textile items (except FSC 8475) responsible for Air Force liaison with the DPSC. HSC/YAGS (AFCTO) is an AFMC tenant activity at DPSC. The mailing address is: HSC/YAGS (AFCTO), 2800 S. 20th St., Philadelphia PA 19145-5099.

**Airman.** The use of the term "airman" or "airmen" in this regulation shall be applicable to both male and female enlisted personnel.

**Allowances.** Those monetary allowances for initial or supplemental issue items prescribed in AFI 36-3014.

**Army and Air Force Exchange Service (AAFES).** The organization authorized by the Department of the Air Force to operate the Air Force Military Clothing Sales Stores (AFMCSS).

#### B

**Basic Military Training School.** The activity of AETC that provides basic training for recruits at Lackland AFB TX.

**Basic Replacement Allowance.** The cash value paid to airmen for personal uniform clothing and replacement items for their seventh through 36th month of active duty.

#### C

**Cash Sales.** Sales made to authorized personnel for cash.

**Charge Sales to Airmen.** Sales code "17" issues made to an airman where the value of the items sold is charged against the airman's military pay account.

**Claim.** Request by airmen for reimbursement for clothing lost, damaged or destroyed, incident to service and through no fault of the service member and other than loss due to fair wear and tear.

**Class A Clothing.** Items of uniform clothing supplied through the DoD wholesale and retail supply systems that

are new and unused in appearance and serviceability. "Class A" is a condition definition for clothing that is or can be considered new and unused and is recoverable for resale through the AFMCSS. Consider all new, unworn uniform clothing sold to an individual to be Class A condition.

**Clothing Monetary Allowance System.** This system provides monetary allowances to airmen with which to initially purchase and replace personal uniform clothing.

**Clothing Replacement Allowance.** Cash payments made to airmen, in addition to other pay and allowances, to buy uniquely military uniform clothing as needed to maintain the prescribed type and quality of authorized items.

**Continuous Active Service.** For the purpose of this directive, all periods of continuous active duty in a pay status, including periods of inactive duty not to exceed three months between discharge and reenlistment, or between release from active duty and recall to active duty, including use of the terms "continuous active duty," "continuously on active duty," and "active duty in pay status."

## D

**Defense Personnel Support Center (DPSC).** The national inventory control point responsible for the procurement, storage, and supply of wholesale stocks of clothing and textile materiel. DPSC is an activity of the Defense Logistics Agency (DLA).

## E

**Economic Retention Stocks.** The quantity of an item on hand over and above the computed stock control level which, for reasons of economy, should be retained in stock. Economic retention stocks, which may be referred to as long supply stocks, are not reported to DPSC for redistribution. Economic retention levels are currently defined as nine months' requirements in the CONUS. The economic retention level authorized for the AFCIIF is equal to a 24-month requirement based on annual sales, or anticipated annual sales if 12 months' sales experience is not available. Material is not requisitioned to fill this authorized retention quantity.

**Excess Stocks.** The quantity of an item on hand over the economic retention levels.

**Extra Clothing Allowances.** These are in addition to the initial uniform clothing allowance. They include supplemental and civilian clothing allowances as provided for in AFI 36-3014.

## H

**Health and Appearance Sales.** Charge sales to airmen, when authorized by the unit commander, to provide clothing for health or comfort, when airmen do not have cash or sufficient accrued pay (against which to draw a partial pay) to effect such purchases.

## I

**Initial Clothing Monetary Allowance.** The monetary value of the initial uniform clothing allowances prescribed in AFI 36-3014 for active duty airmen.

**Initial Item Uniform Clothing Allowance.** The quantity and kind of clothing initially issued to airmen in

accordance with AFI 36-3014.

**In-Kind Supply System.** This is the system used for issuing uniform clothing to individuals in AFRES and ANG units. The applicable customer support function issues items in-kind; funds are not credited to, or expended from individual pay accounts for uniform clothing under this system. When warranted by fair wear and tear, gratuitous in-kind replacement clothing is provided under this system on an item-for-item basis, except under conditions outlined in part one, chapter 17.

## L

**Long Supply Stocks.** See “economic retention stocks.”

## M

**Mandatory Clothing Items.** Standard issue uniform clothing items issued in the initial item uniform clothing allowance (AFI 36-3014), or like items available in any approved fabric as authorized by AFI 36-2903. Each airman must have uniforms and quantities as required by AFI 36-3014 at all times.

**Monetary Allowances.** Monetary allowances include the initial clothing monetary allowance, basic replacement allowance, standard replacement allowance, and the extra clothing allowances.

## O

**Optional Clothing Items.** Uniform clothing items approved for wear by AFI 36-2903, other than mandatory items (see above). The items may be authorized for supplemental issue to certain categories of individuals listed in AFI 36-3014, at government expense, or purchased in AFMCSSs or commercial sources at the individual's expense.

**Orthopedic Footwear.** Footwear of special construction to correct, compensate, or remedy conditions resulting from foot injuries, partial amputation, congenital deformity, or disease. The clothing monetary allowance system does not provide orthopedic footwear. Medical channels supply such footwear in accordance with AFI 36-3014, and AFR 67-125, *Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags*. **NOTE:** AFR 67-125 will be converted to AFJI 23-211.

## R

**Reimbursable Sale.** All sales for which reimbursement is received, including cash and charge sales.

**Reparable.** Unserviceable items that can economically be restored to Class "A" condition.

## S

**Sales.** This term applies to issues made to Air Force components and other authorized customers for which reimbursement is, or will be made to AFMCSS, or the general support division, Air Force stock fund. Excluded from sales are authorized donations, non-reimbursable transfers to other stock fund divisions or DoD stock

funds, and proceeds from disposal of excess and surplus materiel.

**Sales Code.** A numeric code used to designate various types of sales for administrative purposes; for example sales code "17" (health and appearance or initial issue monetary clothing allowances sales).

**Social Security Account Number (SSAN).** Many forms related to the procedures in this chapter require the individual to furnish their SSAN for identification and accounting purposes.

**Special Measurement Clothing.** Clothing of standard design and material, tailored to the measurement of an individual for whom no standard tariff size in the supply system will provide proper fit. AFR 67-125 outlines procedures for obtaining special measurement clothing.

**Special Measurement Footwear.** Standard type footwear made for any individual unable to be fit with regular tariff size shoes in the supply system. Special measurement footwear does not include orthopedic footwear. Special measurement footwear is provided as outlined in AFR 67-125.

**Standard Replacement Allowance.** The annual cash payment, to which airmen are entitled beginning with the 37th month of continuous active duty, for the purchase of replacement personal uniform clothing.

**Stock-to-Sale Ratio.** This is a stockage objective (order-up-to-level) established by line item for each AFMCSS. The objective consists of operating level, safety level, and order and shipping time requirements, computed on the basis of sales consumption.

**Supplemental Clothing Allowance.** An allowance of optional or mandatory uniform items, in addition to the initial uniform clothing allowance, authorized by AFI 36-3014 to certain categories of airmen.

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**Tariff Sizes.** Those sizes of clothing listed in the identification list, Air Force section, federal supply catalog. Sizes not listed in supply catalogs are considered nontariff and are authorized for special measurement requisitioning.

## ATTACHMENT 2A-2

### CHECKLIST FOR AF REVIEW OF AF MILITARY CLOTHING SALES STORES (AFMCSS)

<b>AIDS AVAILABLE:</b>	<b>YES</b>	<b>NO</b>
AFP 900-2, Vol 1, <i>Unit Decorations, Awards, and Campaign Participation Credits</i> <b>NOTE:</b> AFP 900-2, Vol 1, will become AFPAM 36-2801V1.		
AFP 900-2, Vol 2, <i>Unit Decorations, Awards, and Campaign Participation Credits Approved, 1 Jan 1970 - 1 Jan 1981</i> <b>NOTE:</b> AFP 900-2, Vol 2, will become AFPAM 36-2801V2.		
AFP 900-2, Vol 3, <i>Unit Decorations and Awards Approved, 1 Jan 81 - 31 Dec 83</i> <b>NOTE:</b> AFP 900-2, Vol 3, will become AFPAM 36-2801V3.		
AAFES DPSC Must Item List		
Exchange Operating Procedure (EOP) 40-4		
AFI 36-2903		
Latest AAFES Military Clothing Newsletter (Posted on bulletin board)		
AFMC Controlled Multiple Address Letters (CMALs) which concern MCSS items/operations		
AF Uniform Clothing Items and Prices for FY(current) (AFC&TO)		
<b>APPEARANCE:</b>	<b>YES</b>	<b>NO</b>
Mannequins are appropriately dressed. Clothing fits well and is clean and pressed. Decorations are appropriate.		
AFMCSS has adequate space for the volume of business transacted. (AFM 67-1/EOP 40-4)		
AFMCSS is conveniently located in or adjacent to the base shopping center or the troop housing area.		
The building is adequate and is up to Air Force standards.		
Lighting is adequate and up to Air Force standards.		
Equipment items (display cases, fixtures, etc.) are attractive and adequate.		
Clean restrooms are available.		
Clean dressing rooms are available.		
<b>CUSTOMER SERVICE:</b>	<b>YES</b>	<b>NO</b>
Is the store prominently identified with a sign?		
Are operating hours established to permit purchases other than normal working hours?		



Are the hours of operation conspicuously displayed outside the store for convenience of passing personnel?		
Is a customer bulletin board available?		
Are notices posted on customer service board?		
Are DPSC items clearly tagged to distinguish them from vendor supplied material, and the system explained to customers, with a prominent sign, to assure that the desired item can be easily identified?		
Are prices of DPSC items prominently displayed?		
Is the alteration shop convenient to the customers?		
Are garments steamed and displayed in an orderly manner?		
Are hanging garments wrinkle-free, steamed or pressed prior to display?		
Are DPSC hanging garments identified with issue item tags?		
How many DPSC must items does the MCSS stock?_____		
How many DPSC must items are out-of-stock?_____		
How many out-of-stock DPSC items are on order?_____		
Has the date passed on the "Sorry this item is temporarily not available. We expect a delivery by:_____ " signs?		
If so, has follow-up with DPSC been made?		

### ATTACHMENT 2A-3

#### MANAGEMENT INFORMATION PROVIDED BY ARMY AND AIR FORCE EXCHANGE SERVICE

**2A3.1.** The following information will be provided by AAFES to the agencies listed and in the frequency noted.

**2A3.2.** The recipients of the various lists and information will review them upon receipt. The office of primary responsibility (OPR) for each report will develop a system including key management indicators, as appropriate, to monitor MCSS operation. Questions and concerns will be directed to HQ AAFES. Furnish an information copy to other offices receiving the report.

Information	Provided To	Frequency
Fiscal Fact Sheet on MCSS	DFAS/DE/ANBLA HQ USAF/LGSP HQ USAF/DPPU	Annually
MCSS Statement of Operations Worldwide Summary	AFDW/FMB HQ USAF/LGSP HQ AFMC/LGSE	Monthly
Military Clothing Newsletter	HSC/YAGS (AFCTO) HQ USAF/LGSP HQ USAF/DPPU HQ AFMC/LGSE	As Issued
Plain Talk (affecting DPSC items)	HSC/YAGS (AFCTO) HQ AFMC/LGSE HQ USAF/LGSP	As Issued

**ATTACHMENT 2B-1**

**Reserved**

**2B1.1. Reserved for future use.**

## **ATTACHMENT 2C-1**

### **Reserved**

**2C1.1. Reserved for future use.**

**ATTACHMENT 2D-1**

**Reserved**

**2D1.1. Reserved for future use.**

**ATTACHMENT 2E-1**  
**CERTIFICATE OF MEDICAL OFFICER**

**CERTIFICATE OF MEDICAL OFFICER**

*(To be prepared by typewriter only, as required)*

DATE \_\_\_\_\_

I certify that the following items (were) (will be) destroyed, damaged, or altered by action of medical authorities, in the course of medical treatment of: \_\_\_\_\_ (Name)  
\_\_\_\_ (Grade), \_\_\_\_\_ (SSAN of Airman Concerned) \_\_\_\_\_ to the extent that replacement is/will be required.

ITEM

QUANTITY

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
*(Name, Grade and Title of Medical Officer)*

**NOTE:** Privacy Act applies -- see paragraph 2.1.2.

**ATTACHMENT 2F-1**

**Reserved**

**2F1.1. Reserved for future use.**

## **ATTACHMENT 2G-1**

### **Reserved**

**2G1.1. Reserved for future use.**



## **ATTACHMENT 2H-1**

### **Reserved**

**2H1.1. Reserved for future use.**

